

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
April 9th, 2024, 6:00 PM

Members Present: Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Janine Conway, Richard Whittenberger, Cathy Mere

Members Absent: Dianna Longmore, Lisa Weber, Wendy Workman,

Janine Conway, president, called the meeting to order at 6:04 p.m. Richard Whittenberger made a motion, and Heather Brown seconded, to approve the minutes of the March regular meeting. The motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: Staff began distributing the Children's Hunger Alliance snacks after school this month. Eighty-nine CHA snacks were provided during March. The Great American Eclipse held on March 25th attracted 113 people. Each person received eclipse glasses after the program. All other glasses have been made available to the general public. As of April 1st, 470 glasses have been distributed.

Circulation: The library circulated 4,954 items in March.

Technology: Monthly Wifi usage totals continue to rise, with 620 Wifi users in March of 2024.

Library Maintenance: The giant furnace needed another repair. The belt that runs the inducer motor was shredded. The director scheduled the carpets and couches to be cleaned on March 30th.

Outreach and Services: The Princess Tea is scheduled for April 6th. The director ordered 250 after-school snacks, which should be enough to get through the end of the school year. Plans for the 2024 Summer Reading Program are nearing completion.

Administration: HBML has applied for a \$30,000 grant from the state of Ohio to replace the rest of our small HVAC units. The total cost is almost \$60,000, which would make this grant a 50/50 cost share. The director attended the March Parks and Recreation meeting for West

Jefferson to discuss the Friend's proposal for a storybook trail. They were receptive to the idea. The Director of Public Works needs to see a drawing of the stations. The director and fiscal officer met with the Building department to discuss the shed. The new rate for the library insurance is \$5,171, a 6% increase that includes additional pricing for inflatables used for the library's summer reading program.

Cathy Mere moved, and Heather Brown seconded to accept the Director's report. Motion passed.

Fiscal Officer's Report: Fiscal Officer Don Hemmelgarn reported receipts of \$198,155, which included \$31,450 of PLF distributions, \$161,634 from the Madison County auditor for our 1st half levy payment (\$158,565 after fees were deducted), and \$7,169 of interest. The PLF payment was \$635 over budget for the month but is \$516 unfavorable YTD. It was noted that it is \$5,591 unfavorable to this time last year. Disbursements of \$48,370 included \$4,426 to D&J Master Clean, which was for our monthly janitorial service and annual carpet cleaning, and another \$2,344 to Direct Mechanical for more furnace repairs. All invoices have been paid current.

(See Fiscal Officer's Monthly report for more information.)

Richard Whittenberger moved, seconded by Heather Brown, to accept the Fiscal Officer's report. The motion passed.

Resolution 24-04: Heather Brown made a motion, and Cathy Mere seconded, to authorize the fiscal officer to move \$100K from the Huntington operating account to the Star Ohio account. The resolution passed with a roll call.

Resolution 24-05: Richard Whittenberger moved, and Heather Brown seconded, to accept an anonymous restricted \$50 donation for programming. The resolution passed with a roll call.

Committee Reports:

- Budget and Finance -
- Personnel and Policy -
- Audit Committee -
- Records Retention Committee -
- Building and Grounds -

- Community Outreach/Friends - next meeting, July 10th @ 5:30

Old Business:

Building and Grounds Meeting Date: A meeting date for this committee will be set after more information about the shed, as well as the furnace grant, is received and before '25 appropriation planning.

New Business: none

Cathy Mere made a motion, seconded by Heather Brown, to adjourn the April regular meeting.
adjourned at 7:06 p.m.

Janine Conway, President

Cathy Mere,
for Wendy Workman,
Secretary