

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON  
Regular Meeting of the Board of Trustees

Feb 13, 2024, 6:00 PM

**Members Present:** Director Chris Siscoe, Fiscal Officer Don Hemmelgarn, Janine Conway, Dianna Longmore, Wendy Workman, Cathy Mere

**Members Absent:** Richard Whittenberger, Heather Brown, and Lisa Weber

The meeting was called to order at 6:00 p.m. by Janine Conway, President. Cathy Mere made a motion, and Dianna Longmore seconded, to approve the minutes of the January regular meeting. Motion passed.

**Correspondence and Public Participation:** No Updates

**Recognition of Guests:** No Updates

**Director's Report:** Director Chris Siscoe reported:

**Programs:** 1316 Adults, 233 Teens, and 217 Children attended programming. Chris applied and received 100 free COSI kits for kids 5-11 years old. Each child who checked out 7 books received a kit. The Disney on Ice reading program also provided free tickets to kids who 5 books during the month.

**Circulation:** Circulation rose 34% over Jan 2023.

**Technology:** Desktop usage continues to drop and Wi-Fi increases. Necessary changes to domain and email service were made so that the library now complies with requirements of Gmail and Yahoo mail so that emails from the library do not end up in spam.

**Library Maintenance:** Library staff are looking at the feasibility of a new storage shed. ADA door equipment upgrade will be completed in Feb.

**Outreach and Services:** Local author, Teresa Woodard, will promote American Roots gardening book on 2/27/24. Director is working with Madison County Extension office to host a beginning farmer program in March. Library has begun to collect stuffed animals for first responders to give to kids in traumatic situations.

**Administration:** Battelle grant acceptance letter has been signed.

Dianna Longmore motioned, and Cathy Mere seconded, to accept the Director's report. Motion passed.

**Fiscal Officer's Report:** Don Hemmelgarn reported receipts of \$37,387 and \$29,964 of PLF distributions along with \$7162 in interest. Library received a revised 2024 property tax revenue estimate. The estimate was lower than expected with no abatements falling off yet.

Financial reports for 2023 have been filed with the State of Ohio. W2s, 1099's, and all federal, state, local, and work comp filing requirements have been completed. (See Fiscal Officer's Monthly report for more information.)

A motion was made by Wendy Workman and seconded by Cathy Mere to accept the Fiscal Officer's report. Motion passed.

- Resolution 24-02. Motion to approve 2024 estimated revenue and final 2024 appropriations in the amounts of \$820,237 and \$699,310 respectively. Cathy Mere motioned to accept, and Wendy Workman seconded. Roll call completed. Motion passed.

Committees will meet as needed to conduct Board business.

**Committee Reports:**

- Budget and Finance – Richard Whittenberger, Cathy Mere, and Don Hemmelgarn
- Personnel and Policy- Heather Brown and Dianna Longmore
- Audit Committee – Richard Whittenberger and Lisa Weber
- Records Retention Committee – All Board Members
- Building and Grounds – Wendy Workman and Heather Brown- next meeting 3/13 5:30 pm
- Community Outreach and Friends of the Library- Cathy Mere and Dianna Longmore- hosting local author
- **Old Business:**
  - None

**New Business:**

- None

A motion was made by Dianna Longmore, and seconded by Wendy Workman to adjourn the February regular meeting. Motion passed; the meeting was adjourned at 6:49 pm.

Janine Conway, President

Wendy Workman, Secretary