

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

June 11, 2024, 6:00 PM

Members Present: Director Chris Siscoe, F.O. Don Hemmelgarn, Janine Conway, Heather Brown, Wendy Workman, Richard Whittenberger

Members Absent: Lisa Weber, Cathy Mere, Dianna Longmore

The meeting was called to order at 6:07 p.m. by Janine Conway, President. Heather Brown made a motion, and Richard Whittenberger seconded, to approve the minutes of the May regular meeting. Motion passed.

Correspondence and Public Participation: No Updates

Recognition of Guests: None present.

Director's Report: Director Chris Siscoe reported:

Programs: The "Herb Garden To Go" and "Storytime" proved very popular with 104 and 184 participants, respectively.

Circulation: Up slightly from last year. See the Director's report.

Technology: WIFI and desktop usage is up slightly from last year. WIFI is preferred by users bringing in their own devices.

Library Maintenance: The committee met to walk the grounds

Outreach and Services: The Friends Story Trail committee met to discuss the number of stations needed for the Westwood Park project. The follow-up meeting is June 19th.

Administration: The Director contacted the AFLAC representative about the library providing medical supplemental insurance to the staff as a possible benefit.

The director attended the SEO Director Meeting on May 23rd. The topic was cyber security.

The library needs to purchase several computers that operate Windows 11 by September 2025. Microsoft will no longer support Windows 10 as of Sept 2025. Windows 10 devices will be vulnerable to hacking. This upgrade will need to include our server.

The new website will be transitioning in June.

Wendy Workman motioned, and Heather Brown seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Don Hemmelgarn reported receipts of \$47,922 which included \$35,646 of PLF distributions, a \$3917 refund for the SEO disbursement deposited by the Ohio tax department (included \$148.97 of interest), a \$500 donation directed toward the library programs, and \$7665 of interest. The PLF payment was \$3277 under budget for the month and \$6,205 unfavorable YTD.

Disbursements of \$53,749 included multiple payments to event presenters totaling \$1,666 and \$1,259 to Direct Mechanical for their quarterly maintenance and an

emergency service call. Remaining disbursements are monthly recurring charges. Please see the May credit card expenditure report for further descriptions on those expenditures. All invoices received have been paid current.

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

A motion to accept the fiscal officer's report was made by Heather Brown and seconded by Richard Whittenberger
Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance
 - Personnel and Policy
 - Audit Committee
 - Records Retention Committee-Held with the entire board
 - Building and Grounds -Heather Brown, Janine Conway, Wendy Workman, Director and FO met on June 11th
 - Community Outreach/Friends – Held on 5/20 at 5:30 pm

Old Business:

- Huntington fraud protection- Wendy Workman motioned; Richard Whittenberger seconded to approve positive pay. Motioned passed.
- Resolution 24-07 - add the Director as an authorized signer on the Star Ohio account to fulfill Star Ohio requirements. Heather Brown motioned, and Wendy Workman seconded. Roll call completed. Motion passed.

New Business:

- Resolution 24-08-to authorize the Fiscal Officer to transfer \$3767.93 from contingency account 1000-930-930 to Dues and Fees account 1000-120-311. Wendy Workman motioned; Richard Whittenberger seconded. Roll call completed. Motion passed.

Motion to adjourn the meeting at 7:04 pm. Heather Brown motioned; Wendy Workman seconded. Motion passed.

The next regular Board Meeting will be on July 9th at 6 pm.

Janine Conway, President

Wendy Workman, Secretary