

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

April 12th, 2022 6:00 PM

**Members Present:** Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Janine Conway, Bonnie Hamilton, Richard Whittenberger, Wendy Workman, Cathy Mere

**Members Absent:** Lisa Weber

The meeting was called to order at 6:03 p.m. by Heather Brown, President.

Wendy Workman made a motion, and Janine Conway seconded, to approve the minutes of the March regular meeting. Motion passed.

**Correspondence and Public Participation:** none.

**Recognition of Guests:** Lora Messer

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

**Programs:** In March, 147 adults, 376 teens, and 354 children attended programming. Children's Storytime had 171 participants. One hundred children and 254 teens participated in the receipt of meals from Children's Hunger Alliance. STEAM programs had 36 children, 29 teens and 20 adults participating. The HBML Prom Dress Drive had 71 teen participants.

**Circulation:** Circulation in March returned to pre-pandemic levels. In March, 3,532 items were circulated. In March of 2019, circulation was 3,456 items.

**Technology:** There were 326 WIFI users in March.

**Library Maintenance:** Adkins Lawncare completed the work inside the building. The outside painting will begin when the weather improves.

**Outreach and Services:** The survival program, where all 32 attendees received a survival "bug out bag," filled up quickly. Other updates for outreach included:

- COVID test distribution has dropped significantly.
- Melissa Woodard is planning a new drive to collect new stuffed animals for local law enforcement agency distribution.
- Food service will be limited this summer, and the library will not be eligible for the after school program next year.

- All HBML Summer Reading Club acts/events have been scheduled.

**Administration:**

- Kathleen Yerian, Cassie Smith and Mel Jones will attend a meeting for school readiness at the state library on April 12th.
- Director Chris Siscoe will attend OLC's May ballot workshop.
- Melissa Woodard will attend Outreach training in August.

(See Director's Monthly Report for more information.)

Richard Whittenberger moved, and Bonnie Hamilton seconded, to accept the director's report. Motion passed.

**Fiscal Officer's Report:** Don Hemmelgarn reported that all invoices have been paid to date. All bank accounts have been reconciled. This month's receipts included \$15,000 from the Batelle grant. Disbursements included \$4,733 for our annual insurance premium. The Star Ohio interest rate moved from .15% to .36% this month.

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

Wendy Workman left the meeting at 6:45.

A motion was made by Richard Whittenberger and seconded by Janine Conway, to accept the Fiscal Officer's report. Motion passed.

**Committee Reports:**

- Committee Reports
  - Budget and Finance - Richard Whittenberger and Janine Conway: met 9/14/2021.
  - Personnel and Policy -Janine Conway and Wendy Workman: met 2/8/22.
  - Audit Committee - Richard Whittenberger and Lisa Weber: met 7/13/21.
  - Records and Retention - Held with entire board on 11/9/2021.
  - Building and Grounds - Bonnie Hamilton and Wendy Workman: 4/12/2022
  - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: 4/19/22

An update of the Building and Grounds meeting to assess current conditions of HBML building and grounds was discussed.

**Old Business:** Director Chris Siscoe has registered for a levy workshop. Historical levy insights were discussed. No action was taken.

**New Business:** Fiscal Officer Don Hemmelgarn discussed current interest rate information. The Board discussed the rates, safety, and benefits of investing a portion of funds in Star Ohio.

Resolution 22-05: A motion was made by Richard Whittenberger, and seconded by Janine Conway, to authorize the Fiscal Officer to move \$250,000 from the Huntington checking account to the Star OHIO investment account. Motion passed with a roll call.

A motion was made by Janine Conway and seconded by Bonnie Hamilton to adjourn the March regular meeting. Motion passed; the meeting was adjourned at 7:18 pm.

Heather Brown, President

Cathy Mere, Secretary