

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

August 10th, 2021 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

Meeting called to order at 6:15 pm by Heather Brown, President

Janine Conway made a motion, and Wendy Workman seconded, to approve the minutes of the July regular organizational meeting and minutes from the July 13th Audit Committee meeting. Motion passed.

Correspondence and Public Participation: Guests: no guests were present

Director's Report: Director Chris Siscoe reported:

Programs: In July, 1,791 people attended programs. Programs included 5 adult programs and 9 children's programs as well as one for teens. This number includes 231 Summer Reading Program completions. Storytimes remain affected by the construction work to Kiousville Road.

Circulation: In July circulation increased by 35% from July 2020 with 2,502 items circulated. This is a decrease from June which is likely due to construction to the road in front of the library.

Technology: Computers were utilized by 158 people in July.

Library Maintenance: The physical connection to the new Spectrum High Speed Internet is complete. We are waiting on OPLIN to finish their side and to turn on the connection. The women's restroom has a leak that will require replacements of faucets.

Outreach: On July 30th, the originally scheduled Summer Reading Kick-OFF was conducted (the original date was moved due to COVID quarantine). Some upcoming outreach opportunities were shared by the director:

- A school supply giveaway will be held August 9th during library hours. The community donated many items to help with the drive. The Friends of the Library will help with the giveaway during evening hours.
- Cassie and Mel represented the library at National Night Out on August 2nd.

- The director spoke to the West Jefferson School Board on August 9th to share library opportunities for teachers and students.
- “Look to the Stars” is scheduled for August 14th. All 60 slots for this program are full. Each child or teen will receive a telescope, astronomy materials, and a COSI stem kit.
- Storytimes will resume in September.
- Friends of the Library will host their book sale on October 6th-8th.

Administration: On August 2nd, the Madison County Prosecutor and Assistant Prosecutor met with the director to discuss the Personnel Policy Manual. They found no legal problems with it. Website training was August 3rd. Follett was notified of our transition from their system. The director would like to maintain a two month connection with our Follett account, at approximately \$100 per month, in case old data is required during the transition.

Wendy Workman 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. Disbursements for the month included a partial audit fee of \$1,344, \$5,250 for summer programming, \$3,420 for HVAC repair, and \$796 for repair of the men’s restroom partition. Additionally, the fiscal officer discussed the Public Records Training which will be required of trustees as we move forward. Trustees need to print their certificate for the training upon completion.

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

A motion was made by Richard Whittenberger and seconded by Bonnie Hamilton to accept to accept an unrestricted \$25 donation in memory of Phyllis Holcomb and a \$99.99 donation by Friends of the Library restricted for the purchase of a Kindle for a Summer Reading Program drawing. Motion passed.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Janine Conway: met 10-19-2020. Scheduled to meet September 14th at 5:00.
 - Personnel and Policy -Janine Conway and Wendy Workman: met 3-9-2021, 6-8-2021
 - Audit Committee -Richard Whittenberger and Lisa Weber: met 7-13-2021.
 - Records and Retention - Held with whole board on 12-8-2020
 - Building and Grounds - Bonnie Hamilton and Wendy Workman: met 4-13-2021
 - Community Outreach/Friends - met on 1-21-21, 4-29-21, 7-22-2021.

An update from the Community Outreach/Friends was given: The Friends assisted with the backpack giveaway, were working to get a permit to use the Gazebo during the Ox Roast parade, approved a new brochure, and scheduled their booksale.

Old Business:

- Consortia Progress: The director worked with SEO to personalize the new web catalog for the public. The transition is still on schedule.
- Website: Updates are complete. This update will be communicated through Constant Contact, Facebook, the website, and The Messenger.
- Bonnie Hamilton made a motion, and Wendy Workman seconded, for approval of the Personnel Policy Manual. Motion passed.

7:14 A motion was made by Janine Conway to move into executive session to discuss compensation and benefits for 2022 and seconded by Wendy Workman. The motion passed with a roll call. No action was taken.

8:08 Cathy Mere made a motion to exit the executive session. The motion was seconded by Bonnie Hamilton and passed with roll call.

New Business:

- Janine Conway made a motion, and Wendy Workman seconded, to keep a key and the library code at the police department in case of emergency. Motion passed.
- A motion was made by Bonnie Hamilton, and seconded by Janine Conway, to appoint Cathy Mere to the Board of Trustees for the term beginning in January of 2022 and ending in 2029. The motion passed.

A motion was made by Wendy Workman and seconded by Bonnie Hamilton, to adjourn the August regular meeting. Motion passed; the meeting was adjourned at 8:13 pm.

Heather Brown, President

Cathy Mere, Secretary