

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

December 14th, 2021 6:00 PM

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

**Members Absent:** Lisa Weber

The meeting was called to order at 6:05 pm by Heather Brown, President

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

**Correspondence and Public Participation:** none. The mayor did arrive before the meeting to swear in Cathy Mere for her the Board of Trustees which expires December 31st, 2028. Cathy Mere, Mayor Ray Martin, and Director Chris Siscoe were present.

**Recognition of Guests:** none

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

**Programs:** In November, 987 adults, 207 teens, and 319 children attended programming.

**Circulation:** In November, circulation continued to increase in comparison to 2020 with 3,382 items circulated. There were 3,093 physical items checked out and 289 electronic checkouts (249 ODL and 40 on Hoopla).

**Technology:** Technology usage continues to increase from 2020 with 213 users of computers or wifi.

**Library Maintenance:** none

**Outreach:** The director has issued SEO to turn on the ability for other libraries to borrow from HBML. This month's activities included: coordination with West Jefferson Fire Department for West Jefferson Firefighters' Toy Drive, Adopt-a-Family, signs for Christmas in the Park, downtown Christmas pot decoration on Main Street.

**Administration:** Director Chris Siscoe and HBML Coordinators met to plan programming for 2022. Bids have been requested for painting bathrooms, hallway, and doors, as well as fixing the meeting room ceiling. Projects were identified by the Building and Grounds Committee earlier in the year.

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.

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

A motion was made by Janine Conway and seconded by Bonnie Hamilton to accept Resolution #21-18 for unrestricted donations of \$150 from the Madison Herb Society and \$100 from VFWA #2005. Motion passed with a roll call.

#### **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 3/9/2021, 6/8/2021
  - Audit Committee -Richard Whittenberger and Lisa Weber: met 7/13/2021.
  - Records and Retention - Held with entire board on 11/9/2021.
  - 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, 9/30/2021, 11/5/2021.

**Old Business:** A Delta Dental update was requested by President Heather Brown. We are still waiting to hear from Linda Faulk with final information, but are set to start on January 1st.

#### **New Business:**

Board President: A motion was made by Janine Conway and seconded by Cathy Mere to accept Resolution #21-19 to approve the nomination for Heather Brown to continue to serve as president for the calendar year of 2022. The motion passed in a roll call.

Board Vice-President: A motion was made by Bonnie Hamilton and seconded by Janine Conway to accept Resolution #21-20 to approve the nomination for Richard Whittenberger to continue to serve as vice-president for the calendar year of 2022. The motion passed in a roll call.

Board Secretary: A motion was made by Richard Whittenberger and seconded by Janine Conway to accept Resolution #21-21 to approve the nomination for Cathy Mere to continue to serve as secretary for the calendar year of 2022. The motion passed in a roll call.

A motion was made by Janine Conway and seconded by Wendy Workman to accept Resolution #21-22 to appoint Don Hemelgarn as the HBML Fiscal Officer for 2022 at a rate of \$22,880.00. Motion passed with a roll call.

Resolution #21-23: A motion was made by Richard Whittenberger and seconded by Wendy Workman to accept Resolution #21-23 to approve the purchase of a bond for the Fiscal Officer, President and Vice-President in the amount of \$50,000 each. Motion passed with a roll call.

Resolution #21-24: A motion was made by Cathy Mere and seconded by Janine Conway to accept Resolution #21-24 to approve Huntington National Bank as Hurt/Battelle Memorial Library's checking depository for 2022. Motion passed with a roll call.

Resolution #21-25: A motion was made by Janine Conway and seconded by Richard Whittenberger to accept Resolution #21-25 to approve the use of a facsimile signature on the check for Board President Heather Brown. Motion passed with a roll call.

Resolution #21-26: A motion was made by Wendy Workman and seconded by Richard Whittenberger to accept Resolution #21-26 to approve the following committees in perpetuity unless changed by future resolution:

Audit, Budget and Finance, Building and Grounds, Policy and Personnel, Records Retention, and Community and Outreach/Friends.

Committee assignments will remain the same for 2022. Motion passed with a roll call.

Resolution #21-27: A motion was made by Wendy Workman and seconded by Richard Whittenberger to accept Resolution #21-27 to approve the 2022 schedule for the regular Board Meeting to take place on the second Tuesday of each month at 6:00 PM. Committees will meet as needed to conduct library business. Motion passed with a roll call.

A motion was made by Wendy Workman and seconded by Bonnie Hamilton, to adjourn the December regular meeting. Motion passed; the meeting was adjourned at 7:05 pm.

Heather Brown, President

Cathy Mere, Secretary