

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

February 9, 2021 6:00 PM

**Members Present (via Zoom):** Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Richard Whittenberger, Lisa Weber, Wendy Workman, Bonnie Hamilton, Cathy Mere

**Members Absent:** Janine Conway

Meeting called to order at 6:47 pm by Heather Brown, President

Richard Whittenberger moved, and Bonnie Hamilton seconded, to approve the minutes of the January regular organizational meeting. Motion passed.

**Correspondence and Public Participation:** Guests: No guests were present.

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

**Programs:** In January, 249 people attended programs. There were a total of five programs and ten storytime videos for children.

**Circulation:** In January, library circulation was down 58% compared to last year when the facility was open. Computer usage was also down.

**Technology:** The director met with Lisa Scheiderer to discuss possible improvements to the website.

**Library Maintenance:** The drainage project is complete.

**Outreach:** The staff began handing out meals provided by Children's Hunger Alliance.

Cathy Mere moved, and Wendy Workman 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 Richard Whittenberger, and seconded by Wendy Workman, to accept the Fiscal Officer's report. Motion passed.

Lisa Weber exited the meeting at 8:12

A motion was made by Richard Whittenberger and seconded by Cathy Mere to accept Resolution #21-04 to accept unrestricted donations of \$150.00 from the Madison Herb Society. Motion passed by a roll call.

A motion was made by Richard Whittenberger and seconded by Bonnie Hamilton to accept Resolution #21-05 to approve the revenue and appropriations for 2021, including budgeting for SEO. Motion passed by a roll call.

**Committee Reports:** Committee assignments for trustees will be discussed in the new business part of this meeting.

**Old Business:**

- An update on Consortia pricing was discussed.
- A plan to recycle old computers that are no longer of use was discussed.

**New Business:**

- Report for the Outreach Committee: The report for Friends of the Library was shared by Chris Siscoe and Cathy Mere who attended the January 21st meeting which took place via Zoom. The group discussed ways to increase membership. The election of officers will take place at the next live meeting on April 29th at 6 PM.
- Committee Reports
  - Budget and Finance:
  - Personnel and Policy:
  - Audit Committee:
  - Records and Retention
  - Building and Grounds:
  - Outreach: met on January 21

A motion was made by Wendy Workman, and seconded by Richard Whittenberger, to adjourn the February regular meeting. Motion passed; the meeting was adjourned at 8:28 pm.

Heather Brown, President

Cathy Mere, Secretary