

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

January 12, 2021 6:00 PM

**Members Present (via Zoom):** Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Richard Whittenberger, Janine Conway, Wendy Workman, Bonnie Hamilton (entered at 6:31), Cathy Mere

*Note: Bonnie Hamilton and Heather Brown took their oath on December 30th.*

**Members Absent:** Lisa Weber

Meeting called to order at 6:10 pm by Heather Brown, President

Richard Whittenberger moved, and Janine Conway seconded, to approve the minutes of both the December regular meeting and the December organizational meeting. Motion passed.

**Correspondence and Public Participation:** Guests: Melyssa Jones and Lora Messer were recognized.

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

**Programs:** In December, 721 people attended programs. There were a total of ten programs. 133 people attended virtual programs. This month also included the Firefighter Toy Drive and Adopt a Family among others.

**Circulation:** In December, circulation and computer usage were both up in comparison to recent months. There was a decline in DVD circulation which may be a result of streaming service use by patrons.

**Technology:** Three more computers were updated for staff and public use. The upgrade of public computers is now complete.

**Library Maintenance:** A walk of the building and property brought attention to water problems in the parking lot which can, at times, cause flooding in the back room. Further discussion in New Business.

**Outreach:** The library will be distributing meals provided by the Children's Hunger Alliance to local children from February to May. Constant Contact is being utilized to email patrons with 307 emails being sent in December. HBML will be receiving a \$12000 grant from Batelle for a 2021 STEM project.

Wendy Workman moved, and Janine Conway seconded, to accept the 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.

A motion was made by Janine Conway and seconded by Richard Whittenberger to accept Resolution #21-01 to accept unrestricted donations of \$25.00 and \$75.00 in memory of Doralee Wendell. Motion passed by a roll call.

A motion was made by Wendy Workman and seconded by Janine Conway to approve paying remainder of the building debt.

Resolution #21-02 to begin the process to redeem the remainder of the building debt held by Huntington Bank at the earliest possible agreed upon date was passed by a roll call.

A motion to authorize the Fiscal Officer to move money from Star Plus Investments to the general checking to facilitate the bond redemption was made by Richard Whittenberger and seconded by Janine Conway. The monies moved are not to exceed the amount needed to satisfy the bond's redemption.

Resolution #21-03 to move the money from Star Plus Investments to general checking was 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 Coronavirus Relief funds was shared. Coronavirus funds can be used into the 2021 fiscal year. Quarantine sick pay reimbursement is no longer paid from this fund.

**New Business:**

- Action plan for 2021 and beyond was discussed. Director Chris Siscoe discussed the role of the state library and staff in setting these goals.
- HBML will distribute meals provided by Children's Hunger Alliance for children ages 2-18.
- Committees for 2021 were set. All committees need to meet once before the end of the year. The President and the Director are members of every committee.
  - Budget and Finance: Richard Whittenberger and Janine Conway
  - Personnel and Policy: Wendy Workman and Janine Conway
  - Audit Committee: Richard Whittenberger and Lisa Weber
  - Records and Retention
  - Building and Grounds: Bonnie Hamilton and Wendy Workman
  - Outreach: Bonnie Hamilton and Cathy Mere

A motion was made by Janine Conway, and seconded by Richard Whittenberger, to adjourn the January regular meeting. Motion passed; the meeting was adjourned at 8:40 pm.

Heather Brown, President

Cathy Mere, Secretary