

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

January 11th, 2022 6:00 PM

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

Members Absent: Janine Conway, Lisa Weber

The meeting was called to order at 6:01 pm by Heather Brown, President

Wendy Workman made a motion, and Bonnie Hamilton seconded, to approve the minutes of the December regular organizational meeting. Motion passed.

Correspondence and Public Participation: none.

Recognition of Guests: Melyssa Jones

Director's Report: Director Chris Siscoe reported:

Programs: In December, 3079 adults, 261 teens, and 621 children attended programming. Included in the previous totals, the "It's Beginning to Look a Lot Like Christmas" craft had 295 people participating. Also included in the adult total for programming are 2,823 NAVICA COVID tests distributions.

Circulation: In December, 3,174 items were circulated. The director noted December 2018 recorded 2,771 items circulated. This provides a comparison of pre-COVID circulation to current circulation.

It was also noted that, during December 2021, 435 items were loaned to other libraries and 145 items were borrowed by our patrons.

Technology: There were 114 computer users in December.

Library Maintenance: On January 3rd, the fire department was called due to smoke coming through the HVAC vent in the Adult Coordinator's Office. Direct Mechanical was called to check the unit and reported a crack in the heat exchange. Cost for repair is \$3,928.00. Upon repair, it was noted that an inducer motor would also need repair. Cost for this repair is estimated at \$1200.00.

Outreach: The director reported that HBML is dispensing blankets to the homeless. A family board game night is planned for January 20th. Fifty-four patrons took their picture with the HBML Grinch pot located downtown and shared it with the staff.

Administration: Director Chris Siscoe is preparing scenarios in case staff members are quarantined with COVID. An updated job description is ready for Information Assistants (last update was 2011). The Personnel and Policy Committee will review this update, and other job description updates, at their next meeting. The Friends of the Library have a scheduled meeting at 6:30 on January 20th.

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

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. Financial reports and statement footnotes for 2021 are being finalized. (See Fiscal Officer's Monthly report for more information.)

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

Resolution 22-01: A motion was made by Bonnie Hamilton and seconded by Wendy Workman to accept the unrestricted donation of \$500.00 from John and Debra Snyder. 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. This committee will meet February 8th at 5:30.
 - 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, 11/4/2021. Next meeting is scheduled for January 20th at 6:30.

Old Business: none

New Business: The director and library trustees discussed current COVID-19 procedures and library services. With the recent uptick in cases, conversation focused on the safety of patrons and staff. The director reported the staff is currently comfortable managing safety procedures and would like to continue programming as long as it remains possible to do so safely. The director and trustees discussed current procedures. It was determined that programming could continue with effort to maintain safety and attention to any changes in COVID information.

A motion was made by Wendy Workman and seconded by Richard Whittenberger, to adjourn the January regular meeting. Motion passed; the meeting was adjourned at 7:16 pm.

Heather Brown, President

Cathy Mere, Secretary