

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

July 13th, 2021 6:00 PM

Members Present: Director Chris Siscoe, Don Hemmelgarn, Heather Brown, Lisa Weber, Richard Whittenberger, Cathy Mere

Members Absent: Janine Conway, Bonnie Hamilton, Wendy Workman

Meeting called to order at 6:08 pm by Heather Brown, President

Richard Whittenberger made a motion, and Lisa Weber seconded, to approve the minutes of the June regular organizational and minutes from the June 8th Personnel and Policy Committee. Motion passed.

Correspondence and Public Participation: Guests: Melyssa Jones

Director's Report: Director Chris Siscoe reported:

Programs: In June, 1842 people attended programs. Programs included 5 adult programs and 7 children's programs. This number includes 273 participants in the Fundamentals of Fishing program in which fishing poles were given. Storytimes have been affected by the construction work to Kiousville Road.

Circulation: In June circulation increased by 32% with 2,937 items circulated. Overdrive (457) and Hoopla (43) remained steady. The checkout of physical items showed significant increase though construction in front of the building remains a challenge for patrons.

Technology: Computer use returned to pre-COVID numbers with 108 people using the computer.

Library Maintenance: Direct Mechanical found several connectors that needed replaced and noted one of the circuits on the large outdoor unit had lost its charge during their first preventative maintenance visit. The estimate for these connectors and coolant is between \$2500 and \$3000. Installation of the partition in the men's bathroom is complete and has been paid.

Outreach: The kickoff for Summer Reading had to be cancelled due to a staff quarantine. Other events were well attended. HMBL is preparing for the upcoming Model Rocket Program which will be held at the Community Center on August 14th. HBML has applied for

and received permission to continue the lunch program into the 2021-2022 school year. The library applied for, and received, 50 free STEM kits from COSI. OPLIN has been contracted to update the HBML website. Staff will receive a 3 hour training to help them continue to build content.

Administration: The Personnel Policy manual was sent to the prosecutor for review. The Board has also received a copy for review which includes changes suggested by the committee. A new Public Records Policy is in the new manual and under review.

Lisa Weber moved, and Cathy Mere 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 Lisa Weber, to accept the Fiscal Officer's report. Motion passed.

6:40 A motion was made by Cathy Mere to move into executive session to discuss compensation and benefits for 2022 and seconded by Lisa Weber. The motion passed with a roll call. Compensation and benefits for 2022 were discussed.

6:59 Cathy Mere made a motion to exit the executive session. The motion was seconded by Richard Whittenberger and passed with roll call.

Committee Reports:

- Committee Reports
 - Budget and Finance - Richard Whittenberger and Janine Conway: met 10-19-2020.
 - Personnel and Policy -Janine Conway and Wendy Workman: met 3-9-2021, 6-8-2021
 - Audit Committee -Richard Whittenberger and Lisa Weber: met 8-5-2020, 7-13-2021 @ 5:30
 - 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 - Bonnie Hamilton and Cathy Mere: met on 1-21-21, 4-29-21. Next meeting scheduled for 7-22-2021

Old Business:

- Consortia Progress: The test match found 7000 items which need to be corrected for transition. The project is running on schedule.

New Business:

- Lisa Weber made a motion, and Richard Whittenberger seconded, to declare a \$200 card given to HBML from Constellation be used for the purchase of school supplies for the Library School Supplies Program. The motion passed.
- Personnel and Policy Manual discussion was tabled until we hear from the prosecutor.
- There was discussion around the new Juneteenth holiday and HBML hours. At this time, no decision has been made by the Board.
- Audit for 2019 and 2020: Overall the audit went well. The committee recommends acceptance of the audit as written. Two items were highlighted by the director and fiscal officer.
 - The audit noted the need for approval of HBML Public Records Policy
 - The audit suggested that all trustees need to take public records training
 - trustees will now be required to take this training upon approval

A motion was made by Richard Whittenberger to accept the Independent Accountant's June 21st Audit Report as written and seconded by Lisa Weber. The motion passed.

A motion was made by Richard Whittenberger, and seconded by Cathy Mere, to adjourn the June regular meeting. Motion passed; the meeting was adjourned at 7:42 pm.

Heather Brown, President

Cathy Mere, Secretary