

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

June 14th, 2022 6:00 PM

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

**Members Absent:** Lisa Weber, Richard Whittenberger, Wendy Workman

The meeting was called to order at 6:06 p.m. by Heather Brown, President.

Janine Conway made a motion, and Bonnie Hamilton seconded, to approve the minutes of the May regular meeting. Motion passed.

**Correspondence and Public Participation:** none

**Recognition of Guests:** Mel Jones

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

**Programs:** In May, 194 adults, 249 teens, and 578 children attended programming. Children's Storytime had 190 participants. Three hundred fourteen children participated in the Companions for Kids Outreach Drive. Two hundred forty-nine teens participated in the receipt of meals from Children's Hunger Alliance.

**Circulation:** 3,373 items were circulated in May.

**Technology:** There were 391 WiFi and 215 Desktop users in May.

**Library Maintenance:** Outside windows were cleaned on May 27th. A quote for \$1,500 was received from Meinke Exteriors LLC to complete gutter work for HBML.

**Outreach and Services:** Family Summer Reading Program kicks off June 3rd. Director Chris Siscoe spoke with Village Council, Jefferson Local School Board, and attended Township meetings to share information about upcoming events and service changes. The Mobile Vaccine Clinic is scheduled to be in the library parking lot on July 22nd and August 19th.

**Administration:** Director Chris Siscoe attended the Ballot Workshop for 2022 conducted by OLC.

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

Cathy Mere moved, and Janine Conway 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 depository and investment accounts have been reconciled. Disbursements of \$41,236 were primarily payroll and recurring monthly charges.

(See Fiscal Officer's Monthly report for more information.)

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

Resolution 22-07: A motion was made by Cathy Mere, and seconded by Bonnie Hamilton, to accept the directed donation of \$200.00 from the West Jefferson Community Association to be used for the 2022 Family Summer Reading Program. The Board also approves the movement of \$200.00 from 930-930 (Contingencies) to 100-419 for this expenditure. The board also accepts a \$5.00 unrestricted donation. The motion passed with a roll call.

Resolution 22-08: A motion was made by Bonnie Hamilton, and seconded by Janine Conway, to approve the movement of \$942.73 from 930-930 (Contingencies) to 100-415 for interlibrary loan fees. The 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 2/8/22.
  - Audit Committee - Richard Whittenberger and Lisa Weber: met 7/13/21.
  - Records and Retention - Held with entire board on 11/9/2021.
  - Building and Grounds - Bonnie Hamilton and Wendy Workman: 4/12/2022
  - Community Outreach/Friends - Bonnie Hamilton and Cathy Mere: 4/19/22

#### **Old Business:**

Levy: The Director updated The Board on ballot information including a request for review of previous levy language by the Ohio Library Council and Auditor. No action was taken.

**New Business:**

A proposal was received for cabling work. The proposal included Cameras and Rack Cabling at \$1,857.00 and Computer Counter Cabling at \$622.00. The total amount \$2,479.00 would come out of the technology budget.

Cathy Mere made a motion, and Janine Conway seconded, to accept the cabling proposal. Motion passed.

The quote for gutter work from Meinke Exteriors LLC was reviewed. Bonnie Hamilton made a motion, and Heather Brown seconded, to accept the quote for \$1500 to have this work completed. Motion passed.

The Director, Fiscal Officer, and the Board had some discussion about work that requires approval. The Director discussed the challenge of getting work approved and meeting the timing needs of companies. Most often, the work being completed has been discussed previously and is within the budget set for the fiscal year. No action was taken.

The Director led a discussion on gaming policy as a move toward virtual reality gaming is being considered. This extension of gaming policy would be geared to teens. There was a discussion of different equipment available, what adjustments might be required, and a sample of policies were shared with The Board. No action was taken.

A motion was made by Janine Conway and seconded by Bonnie Hamilton to adjourn the June regular meeting. Motion passed; the meeting was adjourned at 7:27 pm.

Heather Brown, President

Cathy Mere, Secretary