

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
May 11, 2021 6:00 PM

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

Members Absent: Janine Conway, Wendy Workman

Meeting called to order at 6:01 p.m. by Heather Brown, President

Wendy Workman joined the meeting at 6:07

Lisa Weber made a motion, and Wendy Workman seconded, to approve the minutes of the April regular organizational meeting and the minutes from the Building and Grounds Committee meeting. Motion passed.

Correspondence and Public Participation: Guests: Melyssa Jones and Lora Messer.

Director's Report: Director Chris Siscoe reported:

Programs: In April, 698 people attended programs. There were a total of four adult programs, three teen programs (including a Prom Dress Drive) and twelve storytime videos for children. This number includes 495 meals distributed from Hunger Alliance.

Circulation: In April, circulation of physical items, not including DVDs, was 1,431 items. DVDs dropped from 610 in March to 369 in April.

Technology: The director will share updates on the website later in the meeting. SEO looked at the layout of equipment for transition.

Library Maintenance: One additional company responded to a bid for HVAC. Bids are also being received on work suggested by the Building and Grounds Committee. A leak was repaired in the men's restroom by West Jefferson Heating and Plumbing.

Outreach: The library reopened Tuesday and Thursday evenings in April. In-person story times have been scheduled for May. Summer Reading Club planning is complete. Melissa Glover developed a couple of Memory Kits for use with people who may suffer from Dementia or Alzheimer's.

Lisa Weber moved, and Richard Whittenberger 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.

Don also discussed an upcoming transfer of Star Plus account which will automatically default to Star Ohio on May 31st. Don shared information about Meeder Investment Management and their FDIC insured fund administered by Stone Castle Cash Management LLC. Star Ohio is not federally insured.

A motion was made by Heather Brown and seconded by Richard Whittenberger to accept Resolution #21-10 to authorize the fiscal officer to move funds from the defunct Star Plus account to the government insured GDP account. The motion was passed in a roll call of trustees.

There was discussion about credit card rewards. A motion was made by Wendy Workman and seconded by Lisa Weber to accept Resolution #21-11 to direct the HBML Director to redeem credit card rewards at \$100+ to the balance of the credit card. The motion was passed in a roll call.

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

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
- Audit Committee -Richard Whittenberger and Lisa Weber: met 8-5-2020
- 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: SEO will come to HBML to train staff. It is suggested by SEO the library closes for two days for this training.
- Reopening: Storytime and Teen Programs are back. June 1st the library is scheduled to fully reopen. Kick-off for summer reading will be June 4th.
- Web Site: Director Chris Siscoe shared updates to website for feedback.

New Business:

- HVAC Contract: Discussion of current AMB contract, West Jefferson Plumbing bid, and Direct Mechanical were discussed. Direct Mechanical focuses on commercial systems. Board instructed the Director to proceed with Direct Mechanical.

- Bids on Bathroom/Hallway Work: Quotes from Inter Co. and Innovative were shared with the board. It was suggested the work for partitions be prioritized and that other work is placed on hold for now.

A motion was made by Lisa Weber, and seconded by Wendy Workman, to adjourn the May regular meeting. Motion passed; the meeting was adjourned at 7:59 pm.

Heather Brown, President

Cathy Mere, Secretary