

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

May 10th, 2022 6:00 PM

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

Members Absent: all present

The meeting was called to order at 6:02 p.m. by Heather Brown, President.

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

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In April, 92 adults, 289 teens, and 481 children attended programming. Children's Storytime had 155 participants. One hundred children and 253 teens participated in the receipt of meals from Children's Hunger Alliance. STEAM Egg Coloring had 340 children. The Prom Dress Drive had 26 teens. The Stress Reduction Scavenger Hunt had 36 adults participating.

Circulation: 3,190 items were circulated in April.

Technology: There were 295 WiFi and 174 Desktop users in April. Level-9 replaced the printer that allows library users to print from their phone and other wireless devices.

Library Maintenance: Windows are scheduled to be professionally cleaned May 19th or 20th.

Outreach and Services: The Director is scheduled to speak at the May school board meeting to promote the Family Summer Reading Program. Additionally, an application has been submitted by Director Chris Siscoe to have the state's mobile vaccination unit come to the library. The HBML Family Summer Reading Program kicks off June 3rd.

Administration:

- On May 6th, Director Chris Siscoe attended the Ballot Workshop conducted by OLC.

- The SAM.gov account has been renewed. Some grants require this number in order to receive federal monies.

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

Janine Conway 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. Disbursements of \$55,302 included \$3,695 for our quarterly SEO fee. All federal and state quarterly payroll tax reports are completed and filed.

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

A motion was made by Bonnie Hamilton and seconded by Lisa Weber, to accept the Fiscal Officer's report. Motion passed.

Resolution 22-06: A motion was made by Richard Whittenberger, and seconded by Janine Conway, to accept the directed donation of \$500.00 from the Friends of the Hurt/Battelle Memorial Library to be used for an adult prize and a children's program for the 2022 Family Summer Reading Program. The Board also approves the movement of \$500.00 from 930-930 (Contingencies) to 100-419 for these expenditures. 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: Director Chris Siscoe shared updates from the levy workshop he attended. There was some discussion about possible dates to place the renewal on the ballot. No action was taken.

New Business: The Director discussed building projects: scheduled window cleaning, ethernet, gutters, and the parking lot. We are still waiting on the weather to allow outside painting.

Janine Conway made a motion, and Richard Whittenberger seconded, to move into Executive Session at 6:52 to discuss paid time off usage and employee compensation for 2023. The motion passed with a roll call.

Janine Conway left the meeting at 7:03.

At 7:14 Richard Whittenberger made a motion, and Lisa Weber seconded, to end Executive Session. The motion passed with a roll call. No action was taken.

A motion was made by Wendy Workman and seconded by Richard Whittenberger to adjourn the May regular meeting. Motion passed; the meeting was adjourned at 7:14 pm.

Heather Brown, President

Cathy Mere, Secretary