

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

November 9th, 2021 6:00 PM

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

Members Absent: Janine Conway, Wendy Workman

The meeting was called to order at 6:07 pm by Heather Brown, President

Lisa Weber made a motion, and Bonnie Hamilton seconded, to approve the minutes of the October regular meeting. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: none

Director's Report: Director Chris Siscoe reported:

Programs: In October, 784 adults, 274 teens, and 308 children attended programming. For children, 102 attended the HBML Storytimes in October. In addition to NAVICA distribution of COVID home tests and Children's Hunger Alliance distribution, Family STEAM Pumpkin Painting, Escape Room, MUFON UFO Program, Boo to You, and Halloween Costume Drive were offered at the library.

Circulation: In October, circulation continued to increase in comparison to 2020 with 3,157 physical items circulated. There were 3003 electronic checkouts.

Technology: There were 285 Wi-Fi users in October.

Library Maintenance: We passed the local fire inspection. A fall cleanup outside the building was completed by Adkins Lawn Care.

Outreach: Warm-up West Jefferson is gearing up. A grant request for \$15,000 through Batelle was completed for STEM programming in 2022. Melissa Woodard put together a donation basket for Madison County Humane Society to raffle.

Administration: A 36 month contract for .618 cents per CCF with AEP Energy has been secured for HBML. Five staff members are interested in vision and dental insurance. After enrollment forms are complete, Linda Fault will lock down rates.

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

Trustees reviewed Investment Policy Res 56-2008.

A motion was made by Lisa Weber and seconded by Richard Whittenberger to accept Resolution #21-15 to authorize the Fiscal Officer to move \$35.00 from Contingency as follows: \$30.00 to Life Insurance Account 100-222 and \$5.00 to Insurance Account 200-222. 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
 - Audit Committee -Richard Whittenberger and Lisa Weber: met 7/13/2021.
 - Records and Retention - Held with entire board on 12/8/2020. The next meeting will be held after the regular November board meeting.
 - 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, 11/5/2021.

Community Outreach/Friends Report: Chris Siscoe and Cathy Mere joined the Friends meeting on November 5th. The Friends reported raising \$1000 through the October Book Sale. Additionally, it was decided there would be no December fundraiser this year.

Old Business: Vision and Dental Insurance was discussed. There are 5 interested employees and enrollment forms have been distributed. Vision will be \$15.05 per month. We will receive rates for OH Plan 1 #7773 through Delta Dental once forms are submitted. The current estimated cost to HBML is \$5150 for a year.

A motion was made by Bonnie Hamilton and seconded by Lisa Weber to accept Resolution #21-16 to authorize the Director to enter into VSP and Delta Plan 1 #7773 insurance for employees only. The library will pay 100% of the premium. Motion passed.

New Business:

Temporary appropriations were discussed. A motion was made by Lisa Weber and seconded by Cathy Mere to accept Resolution #21-17 to approve 2022 estimated revenue and temporary expense appropriations in the amount of 668,150 and 622,606 respectively. The motion passed in a roll call.

A motion was made by Bonnie Hamilton and seconded by Richard Whittenberger, to adjourn the November regular meeting. Motion passed; the meeting was adjourned at 7:12 pm.

Heather Brown, President

Cathy Mere, Secretary