

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

September 14th,, 2021 6:00 PM

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

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

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

6:10 Lisa Weber joined the meeting.

Janine Conway made a motion, and Richard Whittenberger seconded, to approve the minutes of the August regular organizational meeting. Motion passed.

**Correspondence and Public Participation:** Guests: Melyssa Jones

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

**Programs:** Though still impacted by road construction during August, attendance in programs showed a significant increase. In August 875 adults attended programming which included Norwood Open House, COVID test distribution, a backpack giveaway, and National Night Out. In all, 8 adult programs were offered in September. Additionally, there were 1516 children who attended 8 available programs and 192 teens who attended 4 programs offered.

Upcoming program will include:

- The Madison County Health Department will be administering flu shots at HBML on October 6th.
- MUFON will be at HBML on October 25th.
- A costume exchange and pumpkin decorating are also coming in October.

**Circulation:** In August circulation continued to be impacted by road construction with 2,579 items circulated. Hoopla and Ohio Digital Library remained consistent with 54 and 477 checkouts respectively.

**Technology:** Computers were utilized by 115 people in August.

**Library Maintenance:**

**Outreach:** The director and library coordinators attended web page training. The availability of Navica COVID tests have proven to be a highly utilized outreach at HBML. Final preparations have been made for the transition to SEO. The staff will participate in a training for the transition on September 14th and 15th. The director attended August's Jefferson Local School Board Meeting to share current and upcoming library services.

**Administration:** New Personnel Policy manuals were distributed to staff. The director met with Linda Faulk who advises the village on their insurance coverage. Coordinators also attended this informational meeting.

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.

A motion was made by Janine Conway and seconded by Bonnie Hamilton to accept an unrestricted donation of \$200.00 from the Heirloom Quilters Club in appreciation for use of the library's community room. Motion passed.

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

#### **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 whole board on 12-8-2020
  - 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. The Friends of the Library are scheduled to meet on September 30th at 6:00 PM.

**Old Business:** The consortia and webpage updates were discussed during the director's report.

**New Business:**

A motion was made by Janine Conway and seconded by Lisa Weber to accept Resolution 21-12 to authorize the Fiscal Officer to appropriate \$1.05 earned from the \$25,000 COVID-19 funds. Motion passed by a roll call.

A motion was made by Richard Whittenberger and seconded by Lisa Weber to accept Resolution 21-13 to authorize the Fiscal Officer to reallocate \$1228.81 from account 2801.200-100 (COVID Salaries) to account 2801.200-590 (COVID all other). Motion passed by a roll call.

6:42 A motion was made by Bonnie Hamilton to move into executive session to discuss compensation and benefits for 2022 and seconded by Janine Conway. The motion passed with a roll call. Recommendations were discussed.

7:10 Lisa Weber made a motion to exit the executive session. The motion was seconded by Richard Whittenberger and passed with a roll call.

Bonnie Hamilton made a motion, and Heather Brown seconded, to recommend approval of a salary increase of 4% for the Director and Fiscal Officer and an hourly wage increase of \$0.65 cents for other HBML employees for fiscal year 2022. Motion passed.

A motion was made by Janine Conway and seconded by Bonnie Hamilton, to adjourn the August regular meeting. Motion passed; the meeting was adjourned at 7:21 pm.

Heather Brown, President

Cathy Mere, Secretary