

HURT BATTELLE MEMORIAL LIBRARY of WEST JEFFERSON
Regular Meeting of the Board of Trustees
March 12, 2024, 6:00 PM

Members Present: Director Chris Siscoe, Fiscal Officer Don Hemmelgarn, Heather Brown, Janine Conway, Dianna Longmore, Lisa Weber, Cathy Mere

Members Absent: Richard Whittenberger, Wendy Workman

The meeting was called to order at 6:00 p.m. by Janine Conway, President. Dianna Longmore made a motion, and Heather Brown seconded, to approve the minutes of the February regular meeting. Motion passed.

Correspondence and Public Participation: none

Recognition of Guests: no guests present

Director's Report: Director Chris Siscoe reported:

Programs: In February, 1,349 adults, 195 teens, and 311 children attended programming. Twenty-six adults attended a talk by local author Teresa Woodard.

Director Chris Siscoe applied, and the library was approved to have after-school snack bags provided at the library through spring and summer by the Children's Hunger Alliance. The state library warned about ordering eclipse glasses from Amazon due to counterfeiters. The director returned the Amazon glasses and ordered directly from an approved company. The grant check from Battelle has been received and deposited.

Circulation: Monthly circulation totals continue to rise with 4,560 items circulated in February. The director reported that electronic checkouts continue to increase.

Technology: Monthly Wifi usage totals are also on the rise over 2023. The library had 590 Wifi users in February of 2024. In February of 2023, the library had 478 Wifi users.

Library Maintenance: The large "rooftop" furnace broke down again. In addition, one of the smaller furnaces quit working also. They have been repaired. The new ADA doors were installed.

Administration: The director arranged with the police chief to ensure that during "lockdown" situations, the dispatchers and officers consider the library. Most situations,

especially at the school, would not affect the library. The director has asked to attend the March Parks and Recreation Committee meeting to discuss the Friends of the Library's interest in building a storybook trail at Westwood Park. The director attended training to obtain a free Amazon Business Prime account through our institutional membership with OLC. Dianna Longmore and Cathy Mere have been registered for the Trustee training on March 9th. The library's annual application for Ohio Plan insurance has been completed, as has the library's Annual State Report.

(See Director's Report for more information.)

Lisa Weber moved, and Dianna Longmore seconded, to accept the Director's report. Motion passed.

Fiscal Officer's Report: Fiscal Officer Don Hemmelgarn reported receipts of \$62,611 including \$37,632 of PLF distributions and \$6,685 of interest, and \$18,000 for the Battelle grant. The PLF payment was \$1,144 under budget for the month and is \$1,151 unfavorable YTD. It is also \$6,062 unfavorable to this time last year. All invoices received have been paid current.

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

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

Resolution 24-03: Heather Brown made a motion, and Dianna Longmore seconded, to accept a \$600.00 directed donation from Ron Brant to the library's Blessing Table. The resolution passed with a roll call.

Committee Reports: *Committees need to meet at least once before the end of the year. The President and the Director are members of every committee.*

- Committee Reports
 - Budget and Finance - Richard Whittenberger, Cathy Mere, and Don Hemmelgarn
 - Personnel and Policy - Heather Brown and Dianna Longmore
 - Building and Grounds - Wendy Workman and Heather Brown. This committee is scheduled to meet on May 14th @ 5:30 p.m.
 - Audit Committee - Richard Whittenberger and Lisa Weber
 - Records Retention Committee - Held with the entire Board of Trustees.
 - Community Outreach/Friends - Dianna Longmore and Cathy Mere met on 2/21/2024. The next meeting will be held Wednesday, April 3rd @ 5:30 p.m.

Old Business: none

New Business: none

A motion was made by Lisa Weber and seconded by Heather Brown to adjourn the March 12th, 2024 regular meeting. Motion passed; the meeting was adjourned at 6:49 p.m.

Janine Conway, President

Cathy Mere for
Wendy Workman, Secretary