

HAVANA PUBLIC LIBRARY DISTRICT BOARD MEETING

JULY 13, 2017

The meeting was called to order at 4:36 pm by Vice President Mark McGrew. Members present were Cathy Toncray, Marty Balbinot, Mary Layton, Mark McGrew and Janis Hurley. Also present were Librarian Vanessa Bennett-Hall and Jane Frazier.

President's report was passed on due to the absence of President Brian Lesemann.

The minutes of the June 8, 2017 were reviewed and a motion to accept them was made by Marty Balbinot and seconded by Mary Layton. Approved by roll call vote.

A call was received from Bernice Hall complimenting the Library website. A letter was received from Kay Moehring thanking us for a prize she had won in a drawing. She also complimented the improvements in the library.

Marty presented the treasurer's report. Tax money is anticipated to be received next week. We have received four additional letters from the IRS for non-payment by Nancy of past taxes, not reporting W2s and late payments dating back to 2013 leaving the library owing about \$17,000 in unpaid taxes and fees. Total cash on hand as of July 12, 2017 is \$26,285.18. Cathy Toncray made a motion to pay bills and approve the Treasurer's report. Seconded by Mary Layton and approved by roll call vote.

Mark and Vanessa will meet with Nate Turner to see about additional coverage for the library. 54 adults have signed up for adult summer reading program. 15 adults have won prizes. Work has begun on the 2016-2017 IPLAR report. It is due on September 1. Free food bags, clearly marked as being from the Methodist church, will be delivered to Bath and Kilbourne by library employees. Corrections are being made to item records in the catalog. 2017-2018 OCLC agreement was signed and returned to the State Library. Past Agendas and Minutes are now on the website. Library Board members now have new email addresses located on the website. A copy of the certificate on file with the State Local Records Commissions has been obtained. Organization of library files continues. The prevailing wage ordinance has been filed with the state and county. Randy Bell has been approached about the possibility of the Riverside club taking the antique nativity scene. Vanessa will be presenting programs in the future at Beta Sigma Phi, Retired Teachers and PEO. Better World Books has called and asked us not to ship any more books until the contract can be re-examined. Joann and Vanessa continue work on historical documents. Three new laptops have arrived paid for by funds from the Oktoberfest committee. Jessica continues to fulfill the requirements of the Dollar General grant. Courtney has a new contract through CareerLink and continues to work on Monday and Friday. After research of the organization, the RSA sponsored membership with the Management Association has been renewed. Vanessa will meet with the librarian at the Astoria public library regarding a very large book donation.

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The National Register of Historic Places certificate has been hung near the new books and a clock that has been donated was hung in the Children's department. Denise and Brian Hall have donated two upholstered chairs and Vanessa donated a table for the Young Adult department. Bathroom trim was installed, pictures and paper towel holder hung, a curtain and new switch plate were installed. The second bathroom is now open to the public. Still needed is a better overhead light. Stairwell trim has been purchased from LaCrosse. Vanessa will decide whether to paint or stain. Signage has been hung allowing patrons to clearly see where items are located. Current Discards-556 Accession Count 97. Adult fiction collection has been shifted and Jessica is creating new endcap signs. Justin Malott will be hooking up the new photo and negative scanner (purchased with Bernice Hall's money) and setting up new laptops. Sorting continues in Tech Services, Vanessa has also been assembling files and throwing out garbage. An alarm has been placed in the kitchen and one will be installed on the boiler room door shortly. Panic buttons have been installed at both desks. Future updates will include hardware and padlocks for the bathroom cabinets and new doorknobs/locks on the bathroom, kitchen and Tech Services.

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Work continues in the Annex. Discarding old materials and refuse. The board reviewed a stack of materials, including outdated technical equipment and 50 year old nonfunctional microfilm readers, in the front room and a motion was made by Marty and seconded by Cathy to allow Vanessa to dispose of the materials. Approved by roll call vote.

Bath

Fish fry is this weekend. We have an ad on the poster and Tiffany will be working at Bath on Friday which is one of the days of the celebration.

Work on Job Descriptions continues.

Personnel Manual Discussion was held on the exempt salaried employee's leave and was tabled until the next meeting.

New Business

Mary Layton made a motion, seconded by Cathy to approve Veteran's Day as a holiday. Approved by roll call vote.

A motion was made by Marty, seconded by Mary to approve the Budget and Appropriation Ordinance. Approved by roll call vote. It will be published in the Mason County Democrat.

Marty has talked to Curt Johnson about a memorial plaque for Fr. Fedosuk. More information

to follow.

Questions were discussed about the IPLAR report.

Family Leave Policy was discussed and tabled.

A motion was made by Cathy, seconded by Mark to go into closed session at 5:30 pm.

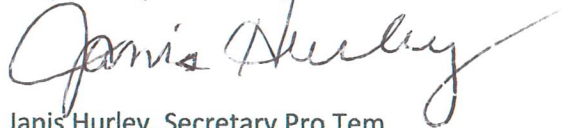
Approved by roll call vote.

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A motion was made by Marty and seconded by Mary to come out of closed session at 5:50pm.

The meeting was adjourned by acclamation at 5:51 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janis Hurley". The signature is written in black ink and is positioned above the typed name.

Janis Hurley, Secretary Pro Tem