

## Havana Public Library District Board Meeting

January 10, 2019

The meeting was called to order at 4:45 PM by President Brian Lesemann. Members present were Mary Layton, Mark McGrew, Cathy Toncray and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett.

### **President's Report**

No report

### **Secretary's Report**

The minutes of the December 13, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the December 13, 2018 minutes as presented. Motion passed by roll call vote.

### **Correspondence, Communications, Public Comment**

A letter was received from Spoon River College requesting sponsorship for their upcoming Lifelong Learning Conference. A tax reduction notice was also received from Dynegy.

### **Treasurer's Report**

Thank you letters will be sent for memorials received in Dan Matson's name.

\$4,000 has been authorized to purchase books. \$17,000 was spent in FY2018.

The December 2018 Treasurer's Report was reviewed. A motion was made by Stephanie Howerter and seconded by Cathy Toncray to approve the December 2018 report as presented. Motion passed by roll call vote.

### **Librarian's Report**

Ms. Hall-Bennett's "Back to Books" grant, Novel Conversations, continues to be a success. 19 people attended the December 28<sup>th</sup> discussion for The Great Gatsby. The next discussion for Roald Dahl's Matilda, co-led by Jessica Hughes, will be held January 25.

Fiction is currently being weeded. Storage is being reconfigured in the kitchen.

The Library has been given a third CareerLink student. The Per Capita Grant has been completed. Ms. Hall-Bennett is working on the annual library certification process and the Illinet Interlibrary Loan Traffic Survey.

The main library's December attendance statistics were as follows: 833 patrons, 176 staff/service/other; and 148 computer users.

Twenty-three (23) programs were held in December. Total attendance for programs was 130 adults, 38 young adults, and 257 children.

413 informational questions and reference questions were answered. 6 in-depth tutorials were conducted and 1,467 items were circulated. 7 new library cards were issued.

376 items were discarded and 87 books and 4 magazines accessioned.

### **Unfinished Business**

None

### **New Business**

The Per Capita Grant was presented for review. A motion was made by Brian Lesemann and seconded by Mark McGrew to approve the Per Capita Grant as presented. Motion passed by roll call vote.

Ancel Glink has been contacted about their services. Ms. Hall-Bennett will request for someone from their firm to attend the February 14, 2019 meeting.

LIRA (Libraries of Illinois Risk Agency) will request for a quote for insurance and complete the paperwork required for the quote.

The Bylaws were tabled until the February 14, 2019 meeting.

An extension for the Comptroller's Report has been requested and approved. The extension is valid until February 22, 2019.

Vanessa Hall-Bennett presented information regarding a new position, Circulation Associate. This would add an additional fourteen (14) hours to the current pay load. Ms. Hall-Bennett will create a job description and proposed wages for this new position to be presented at the February 14, 2019 meeting.

A request was made to utilize the Library's meeting room. After discussion by the Board, Ms. Hall-Bennett will request more information from those wishing to use the space before a decision is made. No action was taken.

Ancel Glink will be contacted to provide a quote for providing their services in the set-up of a 501(c)(3) for the Library. No action was taken.

There are concerns with the Bath satellite location. Currently, the Bath Village building is not being staffed and this in turn is causing the library staff there to be approached by residents about non-library concerns. Ms. Hall-Bennett and Mark McGrew will attend a meeting in Bath to address this concerns.

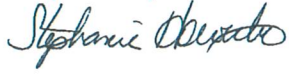
Ms. Hall-Bennett informed the Board there is currently no policy in place for bereavement issues. She will develop a policy and present it to the Board for review and approval at the February 14, 2019 meeting.

Mayor Stadsholt was contacted at City Hall by Jessica Hughes requesting the use of the City Center for Nerd Con. Ms. Hughes was informed during the conversation the Nerd Con event isn't a good fit for the City Center. Ms. Hall-Bennett will write a letter requesting the use of the City Center again.

**Adjournment**

The meeting was adjourned by acclamation at 5:54 PM.

Respectfully submitted,



Stephanie Howerter, Secretary