

## Havana Public Library District Board Meeting

October 16, 2018

The meeting was called to order at 4:43 PM by President Brian Lesemann. Members present were Jan Hurley, 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 September 13, 2018 meeting were reviewed. A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the September 13, 2018 minutes as presented. Motion passed by roll call vote.

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

No Report

### **Treasurer's Report**

The September 2018 Treasurer's Report was reviewed. Vanessa Hall-Bennett noted the September library income for September was \$201.96. This amount was inadvertently left off the Treasurer's report. A motion was made by Stephanie Howerter and seconded by Brian Lesemann to approve the September 2018 report as presented. Motion passed by roll call vote.

### **Librarian's Report**

Ms. Hall-Bennett has purchased World Book Encyclopedia and RB Digital. She is currently pricing NovelList, which will be purchased with 2018 Per Capita funds. The "Back to Books" grant, Novel Conversations, continues to be a success. 22 people attended the September discussion. Ms. Hall-Bennett has submitted the mandated grant report for "Back to Books". 24 people are currently signed up for the October discussion.

The fine free policy has been very well received by patrons, other libraries and the RSA. Bill Siever donated an old 3D printer and the filament that goes with it to the Library. Library staff will be visiting New Central and the Junior High to explain public library cards and library databases within the next month. The order for the new library cards is currently processing. CareerLink has given the library two new work study students, Jakob Hertter and Britanee Bailey.

The main library's September attendance statistics were as follows: 1,041 patrons, 180 staff/service/other; and 151 computer users.

Twenty-five (25) programs were held in September. Total attendance for programs was 203 adults, 2 young adults, and 195 children (includes Banned Books passive programming).

252 informational questions and 169 reference questions were asked. 16 in-depth tutorials were conducted and 1,540 items were circulated. 254 new library cards were issued.

120 items were discarded and 113 books and 14 magazines accessioned.

## **Unfinished Business**

None

## **New Business**

A motion was made by Mary Layton and seconded by Mark McGrew that the Havana Public Library District estimates a levy of \$261,165 for 2019 fiscal year. Motion passed by roll call vote.

The Bylaws still need updated to reflect the addition of the Business Administrator's duties and the Board Treasurer's duties. This will be revisited at the November meeting.

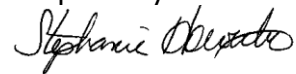
Vanessa Hall-Bennett reported Ellsworth replaced two of the broken windows at the Library. They have not returned to complete any other work and Ms. Hall-Bennett has been unable to reach them. She has contacted someone to perform the yearly maintenance on the boiler. Also, she would like locks to be put on the garage doors so the staff may begin storing library items in its portion of the garage.

Vanessa Hall-Bennett informed the Board of some changes regarding Library Board Trustees. August 1, 2018 Illinois passed new requirements for Library Trustees. A person is not eligible to serve as a library trustee unless they have resided in the library district for at least one year at the time of their petition. They may not be in arrears for taxes or fines to the library district and they cannot be convicted in court for any infamous crimes, bribery, perjury or other felony. These changes apply only to candidates by petition or write-in candidates and to all appointees appointed after the effective date of August 1, 2018.

## **Adjournment**

The meeting was adjourned by acclamation at 5:13 PM.

Respectfully submitted,



Stephanie Howerter, Secretary