

Havana Public Library District Board Meeting
December 14, 2017

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

President's Report

Chapter 5: Policymaking of the Trustee's Fact File was reviewed and discussed. Vanessa Hall-Bennett asked questions of the Board that pertained to the Per Capita Grant.

Secretary's Report

The minutes from the November 9, 2017 meeting were reviewed. A motion was made by Jan Hurley and seconded by Mary Layton to approve the November 9, 2017 minutes as presented. Motion passed by roll call vote.

The minutes from the October 21, 2017 meeting were reviewed. A motion was made by Cathy Toncray and seconded by Mary Layton to approve the October 21, 2017 minutes with the correction of Vanessa Hall-Bennett being absent from the meeting.

The minutes from the October 28, 2017 meeting were reviewed. A motion was made by Mary Layton and seconded by Cathy Toncray to approve the October 28, 2017 minutes with the correction of Jan Hurly and Marty Balbinot being absent from the meeting.

The minutes from the November 22, 2017 meeting were reviewed. A motion was made by Cathy Toncray and seconded by Jan Hurley to approve the November 22, 2017 minutes with the correction of Mary Layton making the second motion, not Marty Balbinot.

Correspondence, Communications, Public Comment

No report

Treasurer's Report

Tabled until January?

Librarian's Report

The Annual Financial Report must be filed with the comptroller's office by December 22, 2017. An extension has been filed and the new deadline is February 25, 2018. The report must be approved by the Board before being submitted. The Annual Report of Receipts and Disbursements must be published in the paper before December 31, 2017.

The deadline for the Per Capita Grant is January 15, 2018. The levy was filed November 13, 2017.

A bell has been installed on the front door and children's section. Computers in the library will be turned off 10 minutes before the library closes.

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The Library attendance statistics for October 2017 were 908 patrons, 190 staff/service/other, and 186 computer users and 17 new library cards were issued. 42 items were discarded and 169 books and 7 magazines accessioned.

Nineteen (19) programs were held in November. Total attendance of the programs were: 604-238 adults, 351 children, and 15 young adults. Vanessa Hall-Bennett provided a tour and presentation to the ladies of Beta Sigma Phi on November 14, 2017.

213

No report.

Bath

Tiffany is now working Friday mornings at the Main library.

Staffing/ Personnel

No report

Job Description

No report

Personnel Manual

No report

Unfinished Business

No report

New Business

A motion was made by Mark McGrew and seconded by Mary Layton to approve the revised Bylaws of the Board of Trustees. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Mary Layton to keep the closed minutes closed. Motion passed by roll call vote.

No action was taken regarding the proposed changes to the January 2018 and February 2018 meeting dates.

A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the job descriptions for the following: Children's Services Coordinator/ Assistant Director; Young Adult Services Coordinator; Technical Services Specialist; Library Associate: User Services; Library Associate: Genealogy; Library Clerk: Main Library; and Library Clerk: Main Library and Bath Satellite Library. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the Policy and Ordinance 17-7 for Change to Harassment Policy/ Changes in State Sexual Harassment Laws. Motion passed by roll call vote.

A motion was made by Mary Layton at 5:28pm to go into closed session in accordance with 2(c)(1). The motion was seconded by Mark McGrew. Motion passed by roll call vote.

5:59pm a motion was made by Jan Hurley and seconded by Cathy Toncray to come out of closed session. Motion passed by roll call vote.

A motion was made by Mary Layton and seconded by Cathy Toncray to approve the signed contract to purchase the property located on Plum Street. Motion passed by roll call vote.

A motion was made by Mary Layton and seconded by Brian Lesemann for a Resolution to Borrow the funds from Havana National Bank. Motion passed by roll call vote. Board President Brian Lesemann and Vice-President Mark McGrew will be the signees for the home purchase and loan.

A motion was made by Mark McGrew and seconded by Jan Hurley to approve by statute the sale of the Havana Public Library District's property located at 213 W. Adams. Motion passed by roll call vote.

Meeting was adjourned by acclamation at 6:11pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Howerter".

Stephanie Howerter, Secretary