

## Havana Public Library District Board Meeting

February 8, 2018

The meeting was called to order at 4:49PM by President Brian Lesemann. Members present were Mary Layton, Cathy Toncray, Stephanie Howerter, Mark McGrew and Marty Balbinot. Also present was Librarian Vanessa Hall-Bennett.

### **President's Report**

Chapter 7: Planning, from the Trustees Facts File book, was tabled. It will be reviewed at the March 8, 2018 meeting.

### **Secretary's Report**

The minutes of the January 11, 2018 meeting were reviewed. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the January 11, 2018 minutes with the correction of the following removed from the Personnel Manual section, "Vanessa presented drafts of a Meeting Room Policy and an Emergency Closing Policy. The Board agreed that \$10 was an acceptable amount for the meeting room deposit. Suggestions were also given for a rental agreement to accompany the policy." Motion passed by roll call vote.

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

No report

### **Treasurer's Report**

Marty Balbinot presented the January 2018 bills. Ms. Balbinot reported an estimated balance of \$133,000 as of the meeting. She also reported she was approached for a donation for the St. Jude Fundraiser scheduled for February 10 in Havana. An Amazon gift card in the amount of \$50.00 was purchased by Ms. Balbinot for the event.

A motion was made by Stephanie Howerter and seconded by Cathy Toncray to approve the bills payable for January 2018 and to reimburse Marty Balbinot \$50.00 for the purchase of the Amazon gift card for the St. Jude Fundraiser. Motion passed by roll call vote.

### **Librarian's Report**

The Per Capita Grant was submitted on January 12<sup>th</sup>. The State Library sent notification that it was received. The ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey has been completed and submitted. Ms. Hall-Bennett has certified the Havana Public Library District with the State Library for the year.

Jessica Hughes continues to work on the Dollar General Grant. It is due February 22.

The local PEO Chapter toured the library on February 6<sup>th</sup>. Ms. Hall-Bennett provided a brief presentation on the Library.

The front desk computer and the director's computer are showing signs of age. Ellen and Jessica's will also need to be replaced soon. The library may be able to purchase low cost refurbished PCs from techsoup.org. The same company also offers a mobile hotspot program. Ms. Hall-Bennett will investigate this option further.

Twenty (20) programs were held in January. Total attendance for programs was 311-80 adults, 205 children, and 26 young adults.

179 informational questions and 187 reference questions were asked. 12 in-depth tutorials were conducted and 1,967 items were circulated. 20 new library cards were issued.

266 items were discarded and 155 books and 4 magazines accessioned.

### **Staffing/ Personnel**

No report

### **Job Descriptions**

No report

### **Personnel Manual**

No report

### **Unfinished Business**

The ducts will not be cleaned and the carpet will also not be cleaned at 118 S. Plum.

### **New Business**

A discussion was held on a Strategic Plan for the library. An updated Mission Statement is needed for the library. Marty Balbinot spoke to the need to work on internal needs before we work on an outward plan. The Personnel Manual needs to be reviewed and finalized. It was decided to begin reviewing sections of the Personnel Manual during the monthly Board meeting until the entire document has been reviewed, revised and adopted.

Mark McGrew spoke to Bill Knuppel regarding the creation of a 501(c)(3) for the library. Mr. Knuppel stated his new partner, Zach Bryant, may be willing to take care of the incorporation paperwork for free. Mr. McGrew will speak to Mr. Bryant regarding the paperwork and regarding serving on the 501(c)(3) Board. Mr. McGrew offered to serve on the 501(c)(3) Board as well.

Bids were received and reviewed from Gary Shoemaker and Ewalt Construction for work to be completed at 118 S. Plum. Gary Shoemaker's bid was in the amount of \$17,750 and Ewalt Construction's bid was in the amount of \$22,680.

Mark McGrew offered to recuse himself from the vote since he has family employed by Mr. Shoemaker and has work done on a regular basis from Ewalt Construction. Brian Lesemann had a question about liability since the bathtub on the first floor at 118 S. Plum will not be removed. It could be a hazard and it was decided to shut the water off to the bathtub on the first floor.

A motion was made Mary Layton and seconded by Marty Balbinot to hire Gary Shoemaker to complete the work as detailed in the bid received in the amount of \$17,750. Motion passed by roll call vote.

A discussion was held on the rental of the second floor at 118 S. Plum. The space had been rented by the previous owner for \$350 per month. The idea is to rent the space for a total of \$375. \$350 would be for the second floor and \$25 for the garage stall. No action was taken as it was determined we still have details to work out before the space is rented.

A discussion was held on the sale of the property at 213 W. Adams. A notice of sale must be placed in the paper and must run two times. The notice for sale must list the appraised value as the asking price. Marty Balbinot and Mark McGrew will work on getting the notice placed in the Mason County Democrat.

A change in the wording of policy 10.4 Sick Leave and 10.5 Vacation was discussed. Wording within the policies needed to be updated to accurately reflect who is eligible for these benefits. A motion was made by Mark McGrew and seconded by Stephanie Howerter to approve the following changes to the policies:

#### 10.4 Sick Leave

was – “Paid sick leave of 10 working days per year for all IMRF *qualifying* employees is allowed. An employee’s day ... be allowed *four 10-hour days* (40 hours) of sick leave.”

to – “Paid sick leave of 10 working days per year for all IMRF **enrolled** employees is allowed. An employee’s day ... be allowed **ten 4-hour days** (40 hours) of sick leave.”

#### 10.5 Vacation

Was – “Employees who *qualify* for IMRF will receive vacation benefits.”

To – “Employees who **are enrolled in** IMRF will receive vacation benefits.”

Motion passed by roll call vote.

The extension for filing the Annual Financial Report with the state Comptroller’s Office ends February 25. Marty Balbinot stated she hopes to have it completed with the week. A special meeting will be required for Board approval before it can be submitted to the Comptroller’s Office.

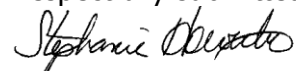
Vanessa Hall-Bennett presented the current Genealogy Policy. She stated a change is needed within the policy regarding the fee structure. Ms. Hall-Bennett would like to move to a time based fee schedule and asking for payment up front for large requests.

Vanessa Hall-Bennett met with Nathan Turner of Country Financial. After her discussion with him, it was determined that the library will not utilize any volunteers until a policy, written by library attorney Phil Lenzini, has been written. Marty Balbinot will contact Mr. Lenzini regarding the needed policy.

### **Adjournment**

The meeting was adjourned by acclamation at 6:42 PM.

Respectfully submitted,



Stephanie Howerter, Secretary