

## Havana Public Library District Board Meeting

February 14, 2019

The meeting was called to order at 4:45 PM by Vice-President Mark McGrew. Members present were Jan Hurley, Stephanie Howerter, Mary Layton and Brian Lesemann. Also present was Librarian Vanessa Hall-Bennett and Steven Mahrt of Ancel Glink.

### **President's Report**

No report

### **Secretary's Report**

The minutes of the January 10, 2019 meeting were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the January 10, 2019 minutes as presented. Motion passed by roll call vote.

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

The Statements of Economic Interest were passed out to the Board members for completion. A letter was received from the Hope & Wellness group with the further information requested by the Board. A letter regarding the notice of hearing with the Board of Review for Dynegy was reviewed. The hearing is scheduled for February 19 at 10:00am. Dynegy is trying to reduce two properties by \$100,000.

### **Treasurer's Report**

The January 2019 Treasurer's Report was reviewed. \$123,206.56 remains for the remaining fiscal year. A motion was made by Stephanie Howerter and seconded by Brian Lesemann to approve the January 2019 report as presented. Motion passed by roll call vote.

### **Librarian's Report**

The January "Back to Books" grant selection, Roald Dahl's Matilda, was cancelled due to inclement weather. It has been rescheduled to July. February's book is Daring Greatly by Brene Brown and the conversation will be co-led by Tiffany Webster. Currently, 27 people are signed up to attend.

Fiction is currently being weeded by Ms. Hall-Bennett. She is also working on the annual library certification process and the Illinet Interlibrary Loan traffic survey. It is due at the end of March. Storage is currently being reconfigured in the kitchen.

Ms. Hall-Bennett has accepted the role of library liaison to the Mason County Genealogical and Historical Society.

The main library's January attendance statistics were as follows: 849 patrons, 165 staff/service/other; and 172 computer users.

Thirty (30) programs were scheduled for January. However, 15 were cancelled due to weather. Total attendance for programs was 39 adults, 11 young adults, and 109 children.

485 informational questions and reference questions were answered. 9 in-depth tutorials were conducted and 1,976 items were circulated. 16 new library cards were issued.

317 items were discarded and 30 books accessioned.

### **Unfinished Business**

None

### **New Business**

Steven Mahrt of Ancel Glink was present to answer questions concerning the firm and their services. Mr. Mahrt informed the Board the Central Illinois office currently represents two other libraries, but the firm represents libraries all over the state. When asked about a 501(c)(3), Mr. Mahrt responded Scott Puma is the expert for this area and that Mr. Mahrt would serve as a go-between to set-up a 501(c)(3) for the Havana Public Library District. A question was posed about the tax levy. Mr. Mahrt responded the firm would review the levy once completed by Marty Balbinot. Their firm also has a blog with important law updates and changes sent to their clients. A question was asked regarding billing hours. Mr. Mahrt stated the minimum time is a quarter-hour for billing.

A motion was made by Mark McGrew and seconded by Jan Hurley to obtain an engagement letter from Ancel Glink for legal representation for the Havana Public Library District, barring any other contracts with current legal representative Phil Lenzini. Motion passed by roll call vote.

Ms. Hall-Bennett reported someone called regarding the recycling of old electronics from the library. The library will wait for a resolution from the county's efforts for recycling. IT360 will also remove old computers. No action was taken.

Tiffany Webster submitted her resignation from the library due to her husband being called to another church. An informal going away party will be held at Ms. Hall-Bennett's home on Saturday, March 2 at 4:00pm.

After some discussion regarding current staffing issues for the Bath satellite location, a motion was made by Stephanie Howerter and seconded by Mary Layton to consider re-staffing the Bath satellite location when the Village of Bath has consistent staffed hours. Motion passed by roll call vote. Ms. Hall-Bennett will contact the state library regarding the closure.

Questions regarding the process of creating a 501(c)(3) were discussed with Attorney Steven Mahrt. He stated the application process is extensive. He estimated 10-12 hours of work to create the 501(c)(3) for the library, but it could be less time because we are starting from scratch. No action was taken.

A follow-up regarding the location of the upcoming Nerd Con event was provided by Ms. Hall-Bennett. No written response was received from the Mayor pertaining to the letter sent requesting use of the City Center. Instead, a phone conversation took place between Ms. Hall-Bennett and Mayor Brenda Stadsholt. Ms. Hall-Bennett was informed by Mayor Stadsholt that the City Council discussed the use of the building and voted not to allow the library to utilize the City Center. Ms. Hall-Bennett contacted three alderpersons who all denied discussing or voting on the use of the City Center. Becky Chaney was also contacted and absolutely denied any such

discussions took place. Because of this impasse, Spoon River College – Havana Center will be looked at as a possible location for Nerd Con. No action was taken.

The Annual Financial report for the state of Illinois was not yet completed by Marty Balbinot. She stated it would be completed by the end of the next week, February 22.

Samantha Bryant, counselor for Havana Junior High School, made a request for library cards for the students. The cards have been created and will be mailed to the student's home address. No action was taken.

Zach Howerter has had equipment issues, a snow blower, and has been scooping and salting the sidewalk. No action was taken.

Ms. Hall-Bennett presented a description for the Patron Services Associate position. The description was reviewed by the Board. A motion was made by Mark McGrew and seconded by Jan Hurley to approve the job description as presented and the position. Motion passed by roll call vote.

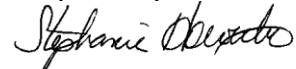
A motion was made by Mark McGrew and seconded by Brian Lesemann to pay an hourly salary of \$9.25 with a reevaluation of pay after six months. Motion passed by roll call vote.

No action was taken regarding the rental of the annex building.

### **Adjournment**

The meeting was adjourned by acclamation at 6:02 PM.

Respectfully submitted,

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

Stephanie Howerter, Secretary