

## Havana Public Library District Board Meeting

July 14, 2016

The meeting was called to order at 5:33 PM by President Brian Lesemann. Members present were Brian Lesemann, Stephanie Howerter, Jan Hurley, Mark McGrew, Marty Balbinot and Father Fedosuk. Also present was Librarian Nancy Glick, Ellen Mibbs, Jane Frazier and Cathy Toncray.

### **President's Report**

No report

### **Secretary's Report**

The minutes of the June 15 and June 29, 2016 meeting were reviewed. A motion was made by Mark McGrew and seconded by Jan Hurley to approve the June 15 and June 29, 2016 minutes as presented. Motion passed by roll call vote.

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

A sponsorship letter from the Havana Chamber of Commerce requesting donations for the 4<sup>th</sup> of July fireworks had been received. An update on the insurance policy, in regards to the workman's compensation evaluation, was received as well. A thank-you for the memorial contributions made in Phyllis Behrends name will be mailed to the family. All board members and staff will sign the card.

### **Treasurer's Report**

Father Fedosuk presented the Treasurer's Report. A motion was made by Stephanie Howerter and seconded by Mark McGrew to accept the June 2016 treasurer's report with the corrections of -\$16,500 (Under Contingency Fund – Debit Memo) and June 06/30/16 (Under Contingency Fund – Ending Balance). Motion passed by roll call vote.

There was a question regarding the copier contract and the amount paid each month. Nancy Glick will contact Everbank, the copier company, to find out the contract terms and when the contract expires. Also, Nancy wanted the Board's input on the new Trustee Handbook. The price for the handbook ranges from \$9.00 - \$14.00. After some discussion it was decided to order 8 copies of the handbook through Amazon.

A motion was made by Father Fedosuk and seconded by Mark McGrew to pay the payroll first and all other bills when funds become available. Father Fedosuk will provide monies from his own personal account to cover the bills that exceeded the bank balance of \$265.04. The Library will reimburse him in full once monies are available to do so.

### **Librarian's Report**

Nerd Con was a great success. The hope was to have 125 participants and a total of 140 attended the event.

Fred Schlipf would like to meet with the Board in August or September to discuss the space planning conducted for the Library. This would be a special meeting outside of the normal Board meeting. Mark Misselhorn will be making copies of the Library's blueprints. A report will be presented in September to discuss additional entrance possibilities, as well as discuss long

range plan ideas. The Knox Box has been selected. The least expensive option at \$240.00 will be purchased and placed outside the building. Funds for the Knox Box have been provided by an anonymous donor. One estimate has been received for the fire detection system. There will be two other companies providing estimates too. An estimate will be sought for a central air system for the library.

Ellen Mibbs reported that a lot of weeding had been done. Books that have been weeded are being sent to Better World Books. UPS is picking up boxes on a daily basis right now. Some re-arranging has occurred in some areas. Weeding in non-fiction will begin July 16. Jane Frazier has completed work in westerns and continues to work on mysteries. There is a cart in place for staff to put questionable items for Nancy to review and make the final determination on them. Ellen also stated her appreciation to the Board to have an approved work day to focus on the weeding project.

There is still no date for an open house, but there are ideas in mind for the event. The oak chairs will be moved and utilized at the new City building located on the corner of Market and Schrader. The Riverside Retirement Club committee (RRR) has 60 days to make a decision on the piano. 6 chairs have also been offered to the RRR committee. The remaining 12 chairs will be kept seating. Old video racks and plastic magazine holders have been posted to the online selling site. The sale posting expires in 4-weeks and then it will be posted again.

John Kachanuk conducted a walkthrough at 213. Nancy stated that John said there is not much more to keep 213 from reopening. Nancy will return full-time to work on July 29. She will begin to go through the Christmas decorations at 213 during that time. Her goal is to have 213 open by the end of July.

Nancy has been released by her physician with no restrictions. She will have to have chemo treatments at some point. Job descriptions have been read and corrected by the staff. Jan Hurley and Nancy will present them at the August Board meeting. The Personnel Manual will follow the completion of the job descriptions.

### **Unfinished Business**

The small children's chairs still remain at the Library. There are roughly 16 chairs. Marty Balbinot knows someone who is interested in the chairs and will contact them to confirm their interest. The chairs would be given to the person at no cost.

### **New Business**

Due to the resignations of Paula Lane and Father Fedosuk, two offices were vacant; Vice-President and Treasurer. A motion for a nomination slate of Mark McGrew as Vice-President and Marty Balbinot as Treasurer was made by Jan Hurley and seconded by Stephanie Howerter. Motion passed upon roll call vote. The officer positions become effective at the August Board meeting.

The selection of Committee and Committee Members as outlined in the Bylaws of the Havana Public Library District was also conducted. Below are the Committees and Committee Members:  
Finance Committee: Mary Balbinot, Mark McGrew and Nancy Glick  
Personnel Committee: Stephanie Howerter, Brian Lesemann and Nancy Glick  
Policy Committee: Marty Balbinot, Stephanie Howerter and Nancy Glick

Buildings and Grounds Committee: Jan Hurley, Mark McGrew, and Nancy Glick

There has been some concern regarding animals (dogs, cats, etc.) being brought into the Library. A motion was made by Stephanie Howerter and seconded by Jan Hurley that a sign be created and posted for the Library that states "Service Animals Only Allowed" and that a policy be added within the Library Handbook. Motion passed by roll call vote.

A motion was made by Stephanie Howerter at 7:20 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Marty Balbinot. Motion passed by roll call vote.

8:09 PM a motion was made by Marty Balbinot and seconded by Brian Lesemann to come out of closed session. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Stephanie Howerter to appoint Cathy Toncray to the position of Trustee. Motion passed by roll call vote.

**Other**

Jessica Hughes will be given the task of checking the Library's email on the days that she works and she will be tasked with checking/updating the Library's Facebook page.

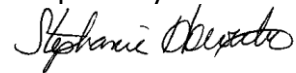
There is an interested party, who lives outside of the district, who would like to serve as an advisory member. Marty Balbinot will contact this person to see if they would be interested in helping to re-establish the Friends of the Library group. Nancy will forward any information she has on the Friends of the Library group to Marty.

Stephanie Howerter, secretary for the Board, will now take care of the monthly meeting agenda and will work with Jessica Hughes to learn the process for posting the agenda online. Stephanie will work with Nancy to work out the process.

There will be another Board meeting on July 28, 2016 at 5:00pm.

The meeting was adjourned by acclamation at 8:27 PM.

Respectfully submitted,



Stephanie Howerter, Secretary