

## Havana Public Library District Board Meeting

August 11, 2016 (**CORRECTED**)

The meeting was called to order at 5:00 PM by President Brian Lesemann. Members present were Brian Lesemann, Jan Hurley, Stephanie Howerter, Mark McGrew, and Marty Balbinot. Also present was Librarian Nancy Glick, Ellen Mibbs, Jane Frazier, Cathy Reavley, and Phil Lenzini. .

### **President's Report**

The Building Maintenance Ordinance was reviewed. A motion was made by Mark McGrew and seconded by Jan Hurley to accept the Building Maintenance **Levy** 16-02. Motion passed by roll call vote.

### **Secretary's Report**

The minutes of the July 28, 2016 meeting were reviewed. A motion was made by Jan Hurley and seconded by Mark McGrew to approve the July 28, 2016 minutes as presented. Motion passed by roll call vote.

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

A contract for e-books was received from RSA. The fee is \$589 for one year. The contract covers both audio and e-books. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the one-year contract with RSA in the amount of \$589. Motion passed by roll call vote. A thank you note was sent to the DeFord family thanking them for the mulch at 201.

### **Treasurer's Report**

Marty Balbinot expressed her concern with predated payroll checks. A motion was made by Marty Balbinot and seconded by Brian Lesemann to pay the bills as presented. Motion passed by roll call vote.

### **Librarian's Report**

There were over 7,000 discards, 184 items accessioned, and roughly 400 boxes have been sent to Better World Books. A check for \$110 was received from Better World Books. Ellen Mibbs stated that an anonymous donor gave funds to purchase some new children's books. The new **Facts** files have been ordered from Amazon and should be arriving soon. 213 passed inspection on August 8.

The Illinois Library Association conference is scheduled for October 18 – 20, 2016. There is specific day for Trustees as well. The estimated cost is \$200 per person for the full conference. Early bird registration for the conference ends September 12. Brian Lesemann stated that he would like a detailed estimate of expenses from Nancy Glick for the September 8 meeting.

At this time, Bath is only open on Monday's from 3:00 – 7:00. A letter was received from IPLAR requiring appropriate Board members signatures for the annual report.

Phil Lenzini provided a chronological look at the Tax Levy Review. Mr. Lenzini stated that we are required to publish one notice regarding the budget hearing 30-days in advance of the hearing. The fourth Tuesday of September, the budget in full detail must be published in the paper and fix accordingly in the paper. Mr. Lenzini also stated there are two critical rules for the budgeting

process. One, the Library is not committed to spend the amount allotted. This amount is the maximum that could be spent. The authorization of grant funds does not come from the budget document. Two, the amounts given are estimates, not actual. The Library is not required to have a balanced budget. The tax estimates are under the 105% so the Library will be in compliance. Marty Balbinot questioned the timeline for the budget hearing. Mr. Lenzini stated that the Library's hearing is scheduled for September 8 and that date is within the deadline.

### **Staffing/ Personnel**

Mark McGrew asked Mr. Lenzini about vacation and sick days for part-time employees. Mr. Lenzini stated the answer lies within our policies and it is ours to change. Nancy stated that when employees leave the Library they are not paid for unused sick leave. Mr. Lenzini stated that legally we have to pay for those days and he recommended no carry-over and to pay the unused time immediately upon the employee's termination date.

### **Committee Reports**

The Finance committee had their initial meeting and will be meeting again in the future.

### **Unfinished Business**

There was some discussion on the move of the payroll to Bonnett Accounting. The move will occur sometime in September. There were also some unresolved issues regarding the contracts for the copier and publishing companies (book contracts).

### **New Business**

A motion was made by Brian Lesemann and seconded by Stephanie Howerter to add Marty Balbinot as an additional authorized Illinois Municipal Retirement Fund (IMRF) agent. Motion passed upon roll call vote. Bonnett Accounting will also need to be added in the future.

### **Other**

The agendas and minutes are to remain online for 60-days. Also, Marty Balbinot spoke to the person who had been responsible for the Library's IT. He has retired and will no longer be available to assist with IT issues. Bill Blessman has offered the IT person for the County to be available to assist the Library at no charge for a few hours, as needed.

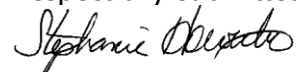
A motion was made Marty Balbinot at 7:26 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Mark McGrew. Motion passed by roll call vote.

8:30 PM a motion was made by Jan Hurley and seconded by Mark McGrew to come out of closed session. Motion passed by roll call vote.

A special Board Retreat will be held on Saturday, September 3, 9:00 AM – 3:00 PM. Location to be announced.

The meeting was adjourned by acclamation at 8:35 PM.

Respectfully submitted,



Stephanie Howerter, Secretary