

## Havana Public Library District Board Meeting

October 13, 2016

The meeting was called to order at 4:30 PM by President Brian Lesemann. Members present were Brian Lesemann, Jan Hurley, Stephanie Howerter, Mark McGrew, Marty Balbinot, and Cathy Toncray. Also present was Librarian Nancy Glick, Ellen Mibbs, Vanessa Hall-Bennett, and Helen Wankel.

### **President's Report**

No report

### **Secretary's Report**

The minutes of the September 8, 2016 meeting were reviewed. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the September 8, 2016 minutes with the following corrections; within the Librarian's report, "Nancy will take care of making a change to the "artwork" present there *and asked for input/recommendations from the Board*" has been added and with the guest present, Eliot should be Elliott. Motion passed by roll call vote.

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

An annexation letter was received from Illini Central. A hearing is scheduled for Monday, October 17 at 1:30 PM at the Mason County Courthouse in Havana, IL. Mark McGrew and Marty Balbinot will present the Havana Public Library Board in this matter.

The Havana High School Post Prom committee sent a letter seeking a donation for their event scheduled for May 2017. It was decided that the Library will provide copies for flyers at no charge to the Committee. This has been the standard donation from the Library in recent years.

### **Treasurer's Report**

No report for September was provided. Marty Balbinot reported that she is researching general ledger software to be implemented since the current software is outdated. Marty and Stephanie Howerter will meet with Leann Bonnett from Bonnett Accounting to discuss implementation timeframes for payroll.

A motion was made by Jan Hurley and seconded by Mark McGrew to pay the bills upon the Treasurer's approval. Motion passed by roll call vote.

A question was raised regarding Jo Chartier's hours. Upon implementation of the new payroll, her hours will be reduced to 10-hours per week.

### **Librarian's Report**

A meeting was held with architect Mark Misselhorn on October 10, 2016. He provided four proposed plans. Option A is a stairwell only at an estimated cost of \$85,000 - \$110,000. Option B is a stairwell behind the Library at an estimated cost of \$103,000 - \$128,000 plus an additional \$13,000 - \$18,000 to fill in the coal room. The last option combined Options C and D, which is a stairwell and elevator located either behind or along the Library, at an estimated cost of \$585,000 - \$655,000 plus the additional \$13,000 - \$18,000 to fill in the coal room. Nancy Glick will email Board members the letter sent by the architect regarding the renderings and estimates.

805 boxes of books have been shipped since March 2016 to Better World Books. There were 54,000 titles in Fiscal Year 2015, 47,000 titles in Fiscal Year 2016, and currently 39,600 titles for Fiscal Year 2017. There are currently 595 books tied up in a weeding project.

Rental books are no longer "rental" books. Roughly 480 items have been relabeled to accommodate this change. DVDs and graphic novels were merged into the correct categories. The adult fiction is nearly weeded and weeding continues at 213.

Fred Schplif has updated figures and is working on finalizing his report. He would like to present the findings to the staff and Board. The dates of November 16 and November 30, 10:30AM – 3:30PM, have been submitted to Mr. Schplif as potential meeting dates.

Seth Lane will update the computers and update the virus software on the computers.

The Per Capita Grant requirements were passed out to all Board members. This are some things that the Board is responsible for in regards to the grant application. Information will also be sent to the Board regarding databases that the Library could purchase. Nancy Glick will email the login information to Board members.

All but three bookcases of fiction have been sorted at 213. Marty Balbinot will follow-up with her contact for the mold inspection. Due is a new teen magazine developed by Jessica Hughes. Content from the magazine comes from the Library's Twitter feed. It targets readers aged in their teens to early twenties. The playbill for "All Aboard" was donated to the Library. Nancy Glick has worked in Bath twice in Harley's absence.

### **Staffing/ Personnel**

Helen Wankel has been interviewed for the Bath position. There are two other applications out as well.

### **Job Descriptions**

No report

### **Personnel Manual**

Review of the manual continues. Sections 1 – 7 have been reviewed.

### **Unfinished Business**

Mark McGrew reported that the purchase of a new ladder is currently on hold. He will check with the local retailers and check their prices before we look at ordering elsewhere.

President Lesemann asked for a motion to pass Ordinance 16-04. Marty Balbinot expressed her concern that the item was not on the agenda. A motion was made by Mark McGrew and seconded by Cathy Toncray to pass Ordinance 16-04. Motion passed by roll call vote.

### **New Business**

An Amazon account will be established for the Library by Treasurer Marty Balbinot. Marty also stated that an application has been picked up to apply for a credit card for the Library.

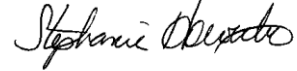
**Closed Session**

A motion was made Jan Hurley at 5:46 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.

7:58 PM a motion was made by Stephanie Howerter and seconded by Mark McGrew to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 8:04 PM.

Respectfully submitted,

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

Stephanie Howerter, Secretary