

## Havana Public Library District Board Meeting

January 12, 2017

The meeting was called to order at 4:33 PM by President Brian Lesemann. Members present were Mark McGrew, Stephanie Howerter, Marty Balbinot, and Cathy Toncray. Also present was Librarian Vanessa Hall-Bennett and Mary Layton.

### **President's Report**

Chapter 4: Facilities was covered from the Trustees Facts File book. From the review of the chapter, it was discussed that future planning would be street signage with directional signs for the Library's location and lighting for the employee parking lot.

The Oath of Office was administered to newly appointed Board member Mary Layton.

### **Secretary's Report**

The minutes of the December 8 and December 19, 2016 meetings were reviewed. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the December 8 and December 19, 2016 minutes as presented. Motion passed by roll call vote.

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

No correspondence, communications or public comment

### **Treasurer's Report**

Marty Balbinot presented the December 2016 treasurer's report. Marty brought the Board's attention to one item within the report regarding a bill from The Book Farm, Inc. due to the fact that it was December 2015.

A motion was made by Stephanie Howerter and seconded by Brian Lesemann to accept the Treasurer's report and to approve the bills payable. Motion passed by roll call vote.

### **Librarian's Report**

Librarian Vanessa Hall-Bennett stated the Report of Receipts and Disbursements, the Certificate of Publication, and the State Certification have been filed. Vanessa also asked that the Board review the Per Capita Grant, particularly item #6, which the Board provided input for the response. New phones have been ordered. The Library is now waiting for the phone company to make the necessary upgrades. An Itemized Statement of Receipts is due March 1, 2017. Treasurer Marty Balbinot and Vanessa will work together to compile this report.

266 McNaughton books have been purchased and integrated into the collection. There are 700 credits with McNaughton that the Library will be using within the month of January. Vanessa was able to secure a \$665 credit with Baker and Taylor stemming from a software purchase. 1,439 items were discarded recently and 229 accessioned. The majority of the 229 accessioned were mostly unprocessed books found in Tech Services.

The restroom downstairs has been closed until further notice. The flooring and toilet need to be repaired/replaced. A motion was made by Brian Lesemann and seconded by Mark McGrew to approve the amount of \$500 that is not to be exceeded for the purchase of flooring and a new toilet. Motion passed by roll call vote.

Jo has resumed her janitorial duties. Airserv/HRI came to the Library on January 10 for a service call. A corrected bill will be sent for the service call that will reflect \$99 due for diagnostics.

Fred Schlipf contacted Vanessa and stated that he will redo the building project. He plans to come to the Library in May to discuss the project. Planning for Teen Tech Week is underway. The event will be held in March. Vanessa is working on a future program pertaining to the website Etsy.

There is low attendance in Bath for Library services. The hours for Bath will be reevaluated after the summer reading program has completed.

### **Staffing/ Personnel**

No report

### **Job Descriptions**

No report

### **Personnel Manual**

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.

### **Unfinished Business**

#### **New Business**

The Library staff received approval for 1 -2 work days per month to be chosen at the Library Director's discretion.

#### **Closed Session**

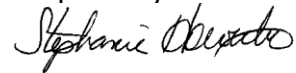
A motion was made Marty Balbinot at 5:57 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Brian Lesemann. Motion passed by roll call vote.

7:28 PM a motion was made by Stephanie Howerter and seconded by Marty Balbinot to come out of closed session. Motion passed by roll call vote.

A motion was made by Brian Lesemann and seconded by Mark McGrew to terminate Nancy Glick due to reasons of financial impropriety. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 7:30 PM.

Respectfully submitted,



Stephanie Howerter, Secretary