

Havana Public Library District Board Meeting

February 9, 2017

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

President's Report

The review of the Trustees Fact File was tabled until the March meeting. Two chapters will be covered at that time.

Secretary's Report

The minutes of the January 12, 2017 meetings were reviewed. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the January 12, 2017 minutes with the correction of "Chapter 4: Facilities was covered from the Trustee Facts File book" to "...from the Standards for Illinois Public Libraries book". Motion passed by roll call vote.

Correspondence, Communications, Public Comment

A letter from Byron Earhart requesting permission to photos was read to the board, as well as, a letter from the RSA stating that no deletions would be allowed from February 20 – March 13, 2017 due to the addition of the Quincy Library to the RSA. A donation of \$75 from Xi Alpha Alpha was received. And, a renewal sticker from the Illinois Library Association was also received.

Treasurer's Report and Bills Payable

Marty Balbinot presented the January 2017 treasurer's report. Marty shared with the Board that the library has spent an average of \$19,205 per month during the last three months. We are tentatively left with \$16,666 dollars for each month, which would lead to a zero balance, until the next tax levy check is received.

A motion was made by Mary Layton and seconded by Stephanie Howerter to accept the Treasurer's report and to approve the bills payable for the month of January 2017. Motion passed by roll call vote.

Librarian's Report

The Per Capita Grant was submitted and received. New phones have been installed and there are still some issues with the voicemail that will be addressed. An itemized statement of receipts is due March 1. Vanessa and Stephanie will develop a local government travel expense and control act policy for the March meeting. A discussion of library hours and comparisons of other local libraries was discussed. A decision on the future hours of the Havana Public Library were also tabled until March. Vanessa will develop a proposal of future hours and present them at that time. Windows 10 software has been purchased for the new, used computers. Reboot/restore has been installed on all public computers. A new computer use policy will be developed and presented at a later date.

361 books were purchased through McNaughton. This used roughly 500 of our available credits. The contract with McNaughton has been canceled. Baker & Taylor invoice now reflects a credit of \$665. The amount due is \$1,598. The inventory of fiction has been completed and reference

has been moved. The fiction section has been moved and the shelves re-stabilized. There were 763 discards and 294 accessions. February 10 is a scheduled work day for the Library. This will allow staff to have a day focused on deletions due to the RSA hold from February 20 – March 13. Mason County Genealogical & Historical Society will meet February 19 at 2:00. March 6 a presentation with a DigiPen graduate and Microsoft Senior Program Manager will be held as part of Teen Tech Week.

Weeding is ongoing at 213. Saleable books will be in storage and could be used for children's programs in the future. Attendance is still low in Bath. Tiffany has developed some ideas for programs specifically for Bath.

Staffing/ Personnel

No report

Job Descriptions

Vanessa will begin reviewing job descriptions.

Personnel Manual

Vanessa presented the Meeting Room Policy and Meeting Room Rental Agreement & Application. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the Meeting Room Policy and Meeting Room Rental Agreement & Application as presented. Motion passed by roll call vote. An Emergency Closing Policy was also presented by Vanessa. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the Emergency Closing Policy as presented. Motion passed by roll call vote.

Unfinished Business

None

New Business

A confirmation of the 2016 levy was received. The levy amount is \$241,485.

Members of the Library board completed statements of economic interest. Vanessa will return the statements to the courthouse.

After some discussion, it was decided that patron services of encapsulation, mending, etc. would no longer be provided to patrons.

\$1,500 from the Phyllis Behrends Memorial will be used for expenses related to the painting of the future children's room as well as the restroom renovations.

Library service fees (copies, prints, faxing, etc.) were discussed. Patrons will be charged .15 for black and white copies, .25 for color copies, and faxing will be \$1.00 for faxes sent and .15 per page for faxes received on a patron's behalf.

Closed Session

A motion was made Stephanie Howerter at 6:31 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.

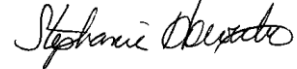
6:45 PM a motion was made by Stephanie Howerter and seconded by Brian Lesemann to come out of closed session. Motion passed by roll call vote.

Mark McGrew posed the questions of owns the decoys housed at the Library. It was determined that the decoys were a gift to the Library from the Glick family.

Mark also requested information about the programs that are presented. Vanessa will ask for those involved with programs to present at the March board meeting.

The meeting was adjourned by acclimation at 7:05 PM.

Respectfully submitted,

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

Stephanie Howerter, Secretary