

## Havana Public Library District Board Meeting

March 9, 2017

The meeting was called to order at 4:31 PM by President Brian Lesemann. Members present were Jan Hurley, Marty Balbinot, Cathy Toncray, Mark McGrew, Mary Layton and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett, Ellen Mibbs, and Jessica Hughes.

### **President's Report**

Chapter 13: Public Relations and Chapter 14: Trustee Continuing Education from the Trustees Fact File were reviewed and discussed. Vanessa Hall-Bennett noted that the Library now has three professional staff email addresses and the Library website is being reviewed.

Staff members Ellen Mibbs and Jessica Hughes presented the Board with information regarding programs that the Library provides to the elementary school, Pre-K/ Headstart programs, and local daycares, as well as, programs held at the Library and in conjunction with other organizations. The Board was appreciative of the information and thanked the staff for their work.

### **Secretary's Report**

The minutes of the February 9, 2017 meetings were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the February 9, 2017 minutes. Motion passed by roll call vote.

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

#### **Treasurer's Report and Bills Payable**

Marty Balbinot presented the February 2017 treasurer's report. Marty shared with the Board that a notice was received that the 2015 4<sup>th</sup> quarterly report was not submitted to the Social Security Administration. Bonnett Accounting is working on the problem.

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

#### **Librarian's Report**

The Certificate of Status of Exempt Property was signed and filed with the Supervisor of Assessments office. Vanessa attended a RSA training on February 21, 2017. While there she learned to interpret statistics and networked with other small library directors. Vanessa has applied for the 2017 ILA Directors University scheduled for June 5-8. Should her application be accepted, only 50 applicants are accepted, there will be a fee of \$100 for attending. Jessica Hughes submitted an application for the 2017 Dollar General Grant. Recipients will be announced in May.

A work day was held on February 10. The staff weeded heavily and shifted books. The Mason County Genealogical & Historical Society has moved its meetings to the third Tuesday of every fourth month. The next meeting is scheduled for May 16 at 1:30pm in the Library Annex. The original director's desk has been moved upstairs. February 25, the Havana Volunteer Fire Department and students of the Western Illinois University School of Fire Science moved

several large oak bookcases and the display case for the Library. The original board member portraits and historical prints have been hung and are now viewable by the public. There were 609 discards and 358 accessions since the last meeting.

24 boxes have been weeded from 213. The meeting space has been cleared. Vanessa indicated that she would like to discard some of the surplus furniture from the Annex. Mark McGrew added that the Library will be receiving two 8-foot long fluorescent lights for free to be placed at 213, if possible.

### **Staffing/ Personnel**

No report

### **Job Descriptions**

No report

### **Personnel Manual**

Vanessa presented the Overtime Policy. After review, a motion was made by Mark McGrew and Marty Balbinot to approve the Overtime Policy as presented. Motion passed by roll call vote. The Travel Expense Control Act Policy was also presented. Again, after review, a motion was made by Marty Balbinot and seconded by Stephanie Howerter to approve the Travel Expense Control Act Policy as presented. Motion passed by roll call vote.

### **Unfinished Business**

A question was raised about the ownership of the desk in Tech Services. It was determined the desk is the property of the Library and it will be removed from the Tech Services area. There is also a filing cabinet in the kitchen that belongs to the Arts Council. Contact will be made with an Arts Council member to remove it.

### **New Business**

Aire Serv sent a detailed list explaining the benefits and materials/labor included with a service agreement with the company. A fee of \$99 is charged for service calls and a 15% discount is received for parts. A motion was made by Jan Hurley and seconded by Cathy Toncray to approve a contract with Aire Serv. Motion passed by roll call vote.

An estimated cost of \$570 for supplies and paint needed to paint the downstairs bathroom, children's room, downstairs hallway and stairwell were presented. No action was required as the renovations were approved at the February 9, 2017 meeting.

Vanessa Hall-Bennett presented proposed changes to the Library hours. Currently, the Library is open a cumulative of 50 hours per week and 46 hours per week during the summer excluding Saturdays. The new proposed hours would have the Library open a cumulative of 54 hours per week and 49 hours per week during the summer excluding Saturdays. The proposed hours were as follows: Monday, 9:00 am – 6:00 pm; Tuesday, 9:00 am – 8:00 pm; Wednesday, 9:00 am – 6:00 pm; Thursday, 9:00 am – 8:00 pm; Friday, 9:00 am – 6:00 pm and Saturday, 9:00 am – 2:00 pm. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the proposed hours as presented. Motion passed roll call vote. The new hours will take effect April 1, 2017.

August will mark the 115<sup>th</sup> Anniversary of the Library. An open house will be planned.

A draft letter has been created seeking sponsorship for the Summer Reading Program. The letter will be finalized and mailed within the next month.

The use of tax warrants was tabled.

Mark McGrew presented to the Board the idea of those currently running for Trustee positions to have an ad in the Mason County Democrat asking for voter support. No motion was required as no Library funds will be utilized for the ad.

There was some discussion regarding the Library's current attorney. It was discussed that his services may not be required in the future for the budgeting and tax levy process. Also, it was discussed about seeking local representation as well. Vanessa Hall-Bennett offered to speak to other small local libraries to inquire about their budgeting and tax levy process.

### **Closed Session**

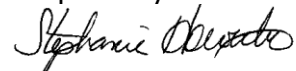
A motion was made Stephanie Howerter at 6:50 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Marty Balbinot. Motion passed by roll call vote.

6:55 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.

A motion was made by Brian Lesemann to move the April 13, 2017 meeting to Thursday, April 20, 2017 due to a conflict of schedules. The motion was seconded by Stephanie Howerter. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 6:56 PM.

Respectfully submitted,



Stephanie Howerter, Secretary