

Havana Public Library District Board Meeting
April 20, 2017

The meeting was called to order at 4:32pm by President Brian Lesemann. Members present were Stephanie Howerter, Mary Layton, Marty Balbinot, Mark McGrew, and Cathy Toncray. Also present was Librarian Vanessa Hall-Bennett and Jane Frazier.

President's Report

The review of the Trustee Facts File, Chapter 1: Trustee Duties and Responsibilities was tabled to the May 11, 2017 meeting.

Secretary's Report

The minutes of the March 9, 2017 meeting were reviewed. A motion was made by Brian Lesemann and seconded by Mark McGrew to approve the March 9, 2017 minutes. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

Secretary of State Jesse White's office sent a letter stating that the Havana Public Library District has been awarded a per capita grant in the amount of \$5,145.47. Payment for the grant may possibly be delayed due to the current budget issues.

Beta Sigma Phi gave a donation for the Children's Room renovation. A check presentation is scheduled for Tuesday, April 26, 2017.

Treasurer's Report

Marty Balbinot presented the March 2017 treasurer's report. Library account balances are as follows; general fund, \$44,038.67; contingency fund, \$14,805.27; CD, \$1,558; and 2 CDs (Havana National Bank), \$5,000. 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 March 2017. Motion passed by roll call vote.

Librarian's Report

Vanessa Hall-Bennett attended RSA day held at Peoria Public Library's North Branch on April 18, 2017. Marty Balbinot and Vanessa Hall-Bennett plan to attend a Tax Levy seminar in Geneseo on April 23, 2017.

Vanessa has been accepted to the 2017 ILA Directors University Program. The program will be held June 5 – 8, 2017. The FY2018 institutional fee for our OCLC contract is \$665.19.

The Mason County Arts Council webpage is being hosted by the Library. Rick Noble will be contacted with the option to keep the webpage information visible and active, if the Arts Council will keep the information current.

The entirety of the Children's department has been moved downstairs. Harley is installing child-proof latches on the kitchen cabinets and drawers. The downstairs hallway and bathroom plaster patching were painted with oil-based Killz primer.

224 items have been discarded and 150 accessioned. Nonfiction is still being inventoried. Science Fiction, Westerns and DVDs have been moved to new locations. The Young Adult/Juvenile Fiction area is under construction.

The old refrigerator, damaged desk and old stove were removed from the Annex and two oak conference tables were moved into the Annex. Attendance remains low in Bath. Also, another table needs moved to Bath.

Staffing/ Personnel

No report

Job Descriptions

The previously created job description drafts are under review and Vanessa is looking at other sources to aid in creating new job descriptions.

Personnel Manual

An issue existed with the wording of the approved Overtime/ Compensatory Time Policy. Under the Overtime: Non-Exempt Positions the following line was not clear; "Time off at the ratio of 1.5 hours for each overtime hour worked so long as it is taken in the second work week within the same pay period." Under the Compensatory Time: Non-Exempt Positions the following lines were unclear; "A regular employee in a non-exempt position who in any week works in excess of a total of 40 hours and less than 40 hours may receive credit for time off with pay in an amount equal to the amount of excess hours worked" and "It is taken with the same pay period."

After review it was decided the wording should be changed. A motion was made by Mark McGrew and seconded by Brian Lesemann to change the policy wording as corrected below: Overtime: Non-Exempt Positions "Time off at the ratio ... as it is taken *within 30 days*" and Compensatory Time: Non-Exempt Positions "A regular employee in a ... works in excess of *40 hours and less than their scheduled hours* may receive ... hours worked" and "It is taken within *30 days*." Motion passed by roll call vote.

A correction was needed for the Emergency Closing Policy pertaining to the employees regularly scheduled hours during lengthy closings. A motion was made by Stephanie Howerter and seconded by Mark McGrew to correct the wording within the Emergency Closing Policy to reflect "If the Library is closed two or more days ... employees regularly scheduled to work *20 hours or more* a week will continue to receive pay for two weeks". Motion passed by roll call vote.

A Dress Code Policy and Employee Behavior and Professional Standards Policy were presented and reviewed. A motion was made by Stephanie Howerter and seconded by Mary Layton to approve the Dress Code Policy and Employee Behavior and Professional Standards Policy as presented. Motion passed by roll call vote.

Policies for Disposal of Surplus Property, Computer and Equipment, and Internet Access were presented and reviewed. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the Disposal of Surplus Property Policy, Computer and Equipment Policy and Internet Access Policy as presented. Motion passed by roll call vote.

Unfinished Business

None

New Business

There was some discussion on whether or not CPR training was necessary for the Library staff and if it must be completed now. A motion was made by Marty Balbinot and seconded by Cathy Toncray to approve CPR training for the Library staff. Motion passed by roll call vote.

Health and safety concerns were also brought to the Board. On April 27, 2017, John Kachanuk will provide fire extinguisher training. He will also be consulted about fire drills for the Library staff, as well as, fire ladders. GETZ will be contacted regarding the Library's possible service contract agreement.

An additional smoke detector is needed for the Children's room in addition to the at least six needed throughout the Library. A CO detector is needed upstairs. Mark McGrew will investigate the purchase of the new detectors. There are detectors that will communicate with one another in the event of an emergency; these will be the type that Mark will be investigating.

The Library received monetary donations from Ann Funkenbusch (\$100 to be used for books), \$55 was given as a memorial for Sheila Lynn (money to be used for restoration), and Bernice Hall (\$1,000 to be used at the Library Director's discretion).

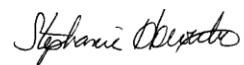
Those Board members elected during the April 2017 election took the Oath of Office and were sworn in as Board of Trustee members. Jan Hurley will be sworn in upon her return from her travels.

The Library will be closed on Saturdays during the summer months.

Once the FY2018 budget is in place, discussions will occur pertaining to a purchasing threshold for the Library Director.

Meeting was adjourned by acclimation at 6:13pm.

Respectfully submitted,



Stephanie Howerter, Secretary