

Havana Public Library District Board Meeting May 11, 2017

The meeting was called to order at 4:30pm by President Brian Lesemann. Members present were Jan Hurley, Cathy Toncray, Mark McGrew, Marty Balbinot, Mary Layton and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Jane Frazier.

President's Report

Trustee Facts File, Chapter 1: Trustee Duties and Responsibilities was reviewed and discussed. From the discussion it was determined the Library's mission statement needs updated. Trustee Facts File, Chapter 2 will be reviewed at the June 8, 2017 meeting.

Secretary's Report

The minutes of the April 20, 2017 meeting were reviewed. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the April 20, 2017 minutes. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

A letter seeking a donation for the Bath Fish Fry was received. Mark McGrew made a donation on the Library's behalf in the amount of \$25.00.

Treasurer's Report

Marty Balbinot presented the April 2017 treasurer's report. Library account balances are as follows; general fund, \$30,455.74; contingency fund, \$15,287.35; CD, \$1,558.20; and 2 CDs (Havana National Bank), \$5,000. A motion was made by Stephanie Howerter and seconded by Mary Layton to accept the Treasurer's report and to approve the bills payable for the month of April 2017. Motion passed by roll call vote.

Marty and Vanessa Hall-Bennett will work on a budget for the 2018 fiscal year, that begins July 1, 2017, and they will have the budget ready before July 1. Phil Lenzini will review a levy that the Board puts together for \$700 versus the \$1,400 for his full assistance in the levy.

Marty also brought to the Board's attention that the Havana Public Library resides within the TIF district. The Library is able to utilize funds from the TIF. The Library would pay 25% and the City of Havana 75% for any approved project. Marty will seek out more information and details and share that information with the Board.

Librarian's Report

Vanessa Hall-Bennett reported she and Marty Balbinot attended the tax levy workshop presented by Phil Lenzini at the Geneseo Public Library on April 22, 2017. Vanessa also stated she has submitted the registration forms for the 2017 ILA Directors University program.

80 Summer Reading Program donation letters were sent to area businesses and the majority were hand-delivered by Vanessa. As of the meeting, eight businesses had submitted donations. April 27, 2017, Fire Marshal John Kachanuk trained library staff on fire safety and proper fire extinguisher use.

The Oaths of Office taken at the April 20, 2017 meeting were submitted to Summer Brown's office at the Mason County Courthouse. Jan Hurley was given the Oath of Office during the meeting since she was unable to attend the April meeting. Vanessa has collected copies of the area library budgets while at the Courthouse. She will use these during the drafting process of the 2018 budget.

According to the Dollar General website, Havana Public Library District has been awarded a Dollar General Grant. However, the Library has not received official confirmation and the final amount awarded is unknown.

Current discards are 142 and 74 accessioned. Library staff are still inventorying and back shifting nonfiction. The Young Adult/ Juvenile fiction area is ready.

All main level lights have been replaced with fluorescents. The ballasts have been removed as they are no longer necessary. Harley has been painting the bathroom and it will be finished soon. The toilet will need to be reinstalled and trim purchased to complete the bathroom. The plan is to get the basement hallway painted soon.

The Library applied for and received an Amazon Corporate Credit Line. The Library pays in full every month. This credit line will be used to purchase the Oktoberfest grant laptops.

The donation received from Bernice Hall was used to purchase new Cat-5 cable and supplies for Justin Malott to rewire the internet connections. The donation was also used to purchase public use headphones, a new shredder, and a photo scanner. Vanessa is also pricing a wireless door counter with a chime.

The Laureate Zeta Chapter of Beta Sigma Phi donated \$150 to the Library. The donation has been used to purchase more bookends.

The piano has been moved from the Annex and is now located at the Riverside Club. Vanessa has been working in the Annex discarding old materials and general refuse.

Staffing/ Personnel

No report

Job Descriptions

No report

Personnel Manual

The following policies were reviewed and discussed: *Ethics Statement for Public Library Trustees; Illinois State Officials and Employees Ethics Act Policy; Bloodborne Pathogens Policy; Drug and Alcohol Free Library Policy; Identity Protection Policy; Materials Selection Policy; Non-Resident Card; Prevailing Wage Act; Harassment Free Workplace Policy and Employee Equal Opportunity Policy.*

In regards to the *Materials Selection Policy*, a decision was needed to determine the percentage of the operating budget that will be allocated for the Library. It was decided to use the

following wording in regards to the percentage, "...the Havana Public Library District allocates a percentage of its operating budget for materials for patrons every year."

A motion was made by Mark McGrew and seconded by Marty Balbinot to amend the *Materials Selection Policy* with the following wording, "...the Havana Public Library District allocates a percentage of its operating budget for materials for patrons every year" and to adopt the *Illinois State Officials and Employees Ethics Act Policy; Bloodborne Pathogens Policy; Drug and Alcohol Free Library Policy; Identity Protection Policy; Non-Resident Card; Prevailing Wage Act; Harassment Free Workplace Policy* and *Employee Equal Opportunity Policy* as presented. Motion passed by roll call vote.

Illinois FOIA Policy and *Service to Patrons with Disabilities* policies were tabled and will be presented in the future. No action was needed for the *Ethics Statement for Public Library Trustees*.

Unfinished Business

None

New Business

A motion was made by Jan Hurley and seconded by Cathy Toncray to nominate a slate of Officers as follows: Brian Lesemann (President); Mark McGrew (Vice-President); Marty Balbinot (Treasurer) and Stephanie Howerter (Secretary). Motion passed by roll call vote.

A motion was made by Jan Hurley and seconded by Cathy Toncray to nominate Brian Lesemann as President of the Havana Public Library District Board of Trustees. Motion passed by roll call vote; Brian Lesemann abstained.

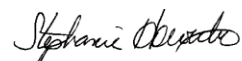
A motion was made by Jan Hurley and seconded by Cathy Toncray to nominate Mark McGrew as Vice-President of the Havana Public Library District Board of Trustees. Motion passed by roll call vote; Mark McGrew abstained.

A motion was made by Jan Hurley and seconded by Cathy Toncray to nominate Marty Balbinot as Treasurer of the Havana Public Library District Board of Trustees. Motion passed by roll call vote; Marty Balbinot abstained.

A motion was made by Jan Hurley and seconded by Cathy Toncray to nominate Stephanie Howerter as Secretary of the Havana Public Library District Board of Trustees. Motion passed by roll call vote; Stephanie Howerter abstained.

Meeting was adjourned by acclamation at 6:00pm.

Respectfully submitted,



Stephanie Howerter, Secretary