

## Havana Public Library District Board Meeting

March 8, 2018

The meeting was called to order at 4:49PM by President Brian Lesemann. Members present were Jan Hurley, Stephanie Howerter, and Mary Layton. Also present was Librarian Vanessa Hall-Bennett.

### **President's Report**

Chapter 7: Planning, from the Trustees Facts File book, was reviewed. A discussion was held on the checklist found on page 35. The Library is currently in the process of some items. Brian Lesemann commented at some point long-range planning should be a focus for the library and Board.

### **Secretary's Report**

The minutes of the February 8, 2018 regular meeting and February 22, 2018 special meeting were reviewed. A motion was made by Mary Layton and seconded by Stephanie Howerter to approve the February 8, 2018 minutes with the correction of the following; a date change on the minutes of February 8, 2018 from January 11, 2018 to February 8, 2018 and a correction of misspelling Jan Hurley's last name on the February 22, 2018 minutes from Hurly to Hurley. Motion passed by roll call vote.

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

The Havana Area Chamber of Commerce sent a letter seeking membership dues for 2018. Vanessa Hall-Bennett will submit the bill to Marty Balbinot for payment. Jessica Hughes submitted a letter in regards to the C2E2 conference. A thank-you was received from the St. Jude committee for the donation for their event. And, a letter was received from Harley DeFord seeking work during the summer months.

### **Treasurer's Report**

The February 2018 Treasurer's Report was tabled until the April 12, 2018 meeting.

### **Librarian's Report**

Jessica Hughes completed and submitted the Dollar General Grant. Should the library receive the grant, the funds will be awarded in late May.

Vanessa Hall-Bennett filed the Annual Financial Report at the Courthouse on February 27, 2018. The first session of the library's participation in Fred Schlipf's building class is March 15, 2018. Ms. Hall-Bennett attended the first part of a free multipart training on evaluation and coaching employees at the RAILS East Peoria videoconferencing room.

The main library's February attendance statistics were as follows: 898 patrons, 214 staff/service/other; and 166 computer users.

Twenty (20) programs were held in February. Total attendance for programs was 399-147 adults, 233 children, and 19 young adults.

211 informational questions and 207 reference questions were asked. 10 in-depth tutorials were conducted and 1,834 items were circulated. 6 new library cards were issued.

274 items were discarded and 120 books and 10 magazines accessioned.

Joann Lynn continues to sort through the Louise Todd Collection. She is nearing completion.

### **Unfinished Business**

The first visit to UIUC is scheduled for Thursday, March 15. Mr. Schlipf sent a packet to be completed by those Board members who will be in attendance for this visit. The second visit is scheduled for Thursday, March 29.

### **New Business**

The Board reviewed sections 1 – 4 of the library's Personnel Manual. Sections 5 – 8 will be reviewed for the April 12, 2018 meeting.

No action was taken on approving a 501(c)(3) for the library. A discussion was held and it was determined the Board needs more information on the process of beginning a 501(c)(3) and the costs associated with developing it. The Board will revisit this discussion at the April 12, 2018 meeting.

The Board reviewed a proposed Lease Agreement for the 2<sup>nd</sup> floor at 118 S. Plum. No action was taken on the agreement. The Board felt it would be best to contact attorney Phil Lenzini for direction.

Ms. Hall-Bennett presented the Genealogy/ Research Policy. After review, a motion was made by Stephanie Howerter and seconded by Brian Lesemann to approve the Genealogy/Research Policy as presented. Motion passed by roll call vote.

Due to the visit to UIUC on Thursday, March 15 and Thursday, March 29, Ms. Hall-Bennett will make adjustments to the library's hours to allow for proper coverage. A motion was made by Brian Lesemann and seconded by Jan Hurley to allow Director Vanessa Hall-Bennett to adjust the library's hours of operation on Thursday, March 15 and Thursday, March 29 to allow for proper coverage in her absence. Motion passed by roll call vote.

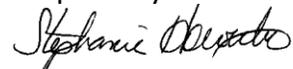
Ms. Hall-Bennett made the Board aware of recent communications regarding electrical rates from Energy Professionals. A motion was made by Mary Layton and seconded by Jan Hurley not to pursue other sources of energy supply at this time with Energy Professionals. Motion passed by roll call vote.

Ms. Hall-Bennett informed the Board of her decision to adjust the rate currently being charged for color copies. The current rate is \$0.50. The rate will be lowered to \$0.25.

### **Adjournment**

The meeting was adjourned by acclamation at 5:39 PM.

Respectfully submitted,



Stephanie Howerter, Secretary