

## Havana Public Library District Board Meeting

April 12, 2018

The meeting was called to order at 4:49PM by President Brian Lesemann. Members present were Mark McGrew, Marty Balbinot, Jan Hurley, Mary Layton and Cathy Toncray. Also present was Librarian Vanessa Hall-Bennett.

### **President's Report**

Chapter 8: Human Resources, from the Trustees Facts File book, was reviewed.

### **Secretary's Report**

The minutes of the March 8, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Brian Lesemann to approve the March 8, 2018 minutes as presented. Motion passed by roll call vote.

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

A letter was sent to Darrell Sarff to thank him for his assistance during the Library's purchase of the property at 118 S. Plum.

### **Treasurer's Report**

The February 2018 and March 2018 Treasurer's Report were reviewed. A motion was made by Cathy Toncray and seconded by Mark McGrew to approve the February 2018 and March 2018 reports as presented. Motion passed by roll call vote.

### **Librarian's Report**

The 2017 Illinois State Library Per Capita grant was received on April 2, 2018. A total of \$5,154.47 was received to be utilized for the predetermined grant projects. Ms. Hall-Bennett wrote a \$1,500 Illinois State Library "Back to Books" grant. She also attended the second part of the free multi-part training on coaching and evaluating employees.

Ms. Hall-Bennett was accepted into the ILA Elevate Leadership program. It is a day-long conference that will be held in Springfield on Saturday, April 28, 2018.

The main library's March attendance statistics were as follows: 942 patrons, 246 staff/service/other; and 176 computer users.

Twenty-one (21) programs were held in February. Total attendance for programs was 302-87 adults, 215 children, and 0 young adults.

202 informational questions and 150 reference questions were asked. 14 in-depth tutorials were conducted and 1,908 items were circulated. 7 new library cards were issued.

242 items were discarded and 193 books and 14 magazines accessioned.

### **Unfinished Business**

A discussion was held in regards to the Lease Agreement for the 2<sup>nd</sup> floor apartment at 118 S. Plum. Issues concerning animals, smoking and a deposit were suggested as additions to the lease agreement. The renter(s) will pay \$400 a month; water and garbage pickup will be

included in this amount. Gas and electricity will be the responsibility of the renter(s). And, a deposit of the first month's rent will be required. Mark McGrew will email a copy of the proposed lease with the discussed changes for Board review. The agreement will be revisited at the May meeting.

### **New Business**

A motion was made by Brian Lesemann and seconded by Mark McGrew to table the review of sections 5 – 8 of the library's Personnel Manual to the May 10, 2018 meeting. Motion passed by roll call vote.

Zach Bryant has agreed to serve on a 501(c)(3) Board for the Library. Further discussions on the 501(c)(3) will be held in the future.

Mark McGrew has ordered light fixtures for 118 S. Plum. The total cost of the fixtures were \$200. A motion was made by Mary Layton and seconded by Marty Balbinot to reimburse Mark McGrew \$200 for the purchase of the light fixtures for 118 S. Plum. Motion passed by roll call vote.

A discussion as held regarding spring cleaning and moving into 118 S. Plum. It was determined if the Library staff is involved with cleaning and moving, the library will close to allow the staff to assist.

There still is not a volunteer policy. The topic was tabled.

A discussion was held regarding the property at 213 E. Adams. An advertisement has been placed in the Mason County Democrat and it will run for two weeks. Bids for the property are due on Tuesday, May 8, 2018. An option for the Board to consider is keeping the property at 213 E. Adams and tearing down the house to create a parking lot for the Library. The cost for demolition is estimated at \$12,000-\$15,000. Information on the legality of a parking lot for the Library needs to be pursued.

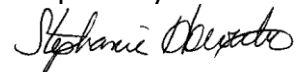
A motion was made Mary Layton at 6:02 PM to go into closed session in accordance with 2(c)(8). The motion was seconded by Brian Lesemann. Motion passed by roll call vote.

6:14 PM a motion was made by Cathy Toncray and seconded by Marty Balbinot to come out of closed session. Motion passed by roll call vote.

### **Adjournment**

The meeting was adjourned by acclamation at 6:15 PM.

Respectfully submitted,



Stephanie Howerter, Secretary