

Havana Public Library District Board Meeting

April 18, 2019

The meeting was called to order at 4:48 PM by President Brian Lesemann. Members present were Mary Layton, Mark McGrew, Jan Hurley, Cathy Toncray and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett.

President's Report

No report

Secretary's Report

The minutes of the February 14, 2019 meeting were reviewed. A motion was made by Mary Layton and seconded by Cathy Toncray to approve the February 14, 2019 minutes as presented. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

A letter was received from Summer Brown, County Clerk, regarding the prevailing wage. Public bodies are no longer required to approved a prevailing wage act, reference Public Act 100-1177.

Treasurer's Report

The February 2019 Treasurer's Report was reviewed. The March 2019 and April 2019 reports will be reviewed at the May 9, 2019 meeting. A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the February 2019 report as presented. Motion passed by roll call vote.

Librarian's Report

The February Back to Books grant discussion, Daring Greatly by Brene Brown, was held February 22. 12 people were in attendance. The March selection was Alice's Adventures in Wonderland and 12 people attended. The April selection is A Prayer for Owen Meany. The book group will be continued and titles have been planned through June 2020.

Havana students enrolled in 3rd – 8th grade have received their library cards and were given a brief presentation on library services. The annual library certificate and the new RAILS annual certification have been completed. Jessica Hughes has submitted the Dollar General Grant application. The library will be informed of the result in May.

Letters for summer reading donations are being drafted. A staff in-service is scheduled for May 3 covering fire training, CPR instruction and a circulation refresher. The in-service is part of the Per Capita grant.

The main library's February attendance statistics were as follows: 884 patrons, 168 staff/service/other; and 194 computer users. The main library's March attendance statistics were as follows: 937 patrons, 190 staff/service/other; and 196 computer users.

Thirty (30) programs took place in February. Total attendance for programs was 309 adults, 43 young adults, and 369 children. Twenty-five (25) programs took place in March. Total attendance for programs was 167 adults, 4 young adults, and 204 children.

552 informational questions and reference questions were answered in February. 10 in-depth tutorials were conducted and 1,578 items were circulated. 10 new library cards were issued in January. 543 informational questions and reference questions were answered in March. 8 in-depth tutorials were conducted and 1,665 items were circulated. 23 new library cards were issued in March.

68 items were discarded and 175 items accessioned for February. 207 items were discarded and 147 books, 1 dvd, and 10 magazines accessioned for March.

Unfinished Business

None

New Business

Vanessa Hall-Bennett placed a sign on the Bath Community Center door alerting people the Bath Satellite will be closed until further notice and to contact the Main Library for assistance. The satellite location has been placed in hibernation mode and Ms. Hall-Bennett will be contacting the State Library regarding the process for excising a branch from our IPLAR requirements.

A dumpster is needed to continue the cleaning out of the old annex at 213 W. Adams. A motion was made by Mark McGrew and seconded by Mary Layton to approve the rental of a dumpster with a cap of \$500 for the cost. Motion passed by roll call vote.

2-3 people need to be identified to serve on the 501(c)(3) board. The fee amounts to incorporate the 501(c)(3) will also need to be determined. The Library Board needs to develop a plan for incorporation and let our attorney know we will move forward. An initial fund will need to be developed as well. A motion was made by Mark McGrew and seconded by Jan Hurley to approve Ancel Glink to begin the establishment of a 501(c)(3) for the Havana Public Library. Motion passed by roll call vote.

Vanessa Hall-Bennett wanted to make the Board aware of how the minimum wage increase will affect the payroll for the Library. By the year 2021, there will be major changes in the payroll and the Board needs to be aware of the impending impact.

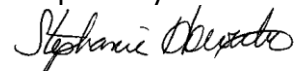
The Library will be closed on Friday, May 3 for an in-service. No action was taken.

Vanessa Hall-Bennett discussed the upcoming summer reading program. No action was taken.

Adjournment

The meeting was adjourned by acclamation at 5:24 PM.

Respectfully submitted,



Stephanie Howerter, Secretary