

Havana Public Library District Board Meeting  
May 10, 2018

The meeting was called to order at 4:45pm by President Brian Lesemann. Members present were Mark McGrew, Marty Balbinot, Mary Evans, Jan Hurley, Cathy Toncray and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett.

**Closed Session**

A motion was made by Stephanie Howerter at 4:45 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Cathy Toncray. Motion passed by roll call vote.

5:17 PM a motion was made by Mark McGrew and seconded by Marty Balbinot to come out of closed session. Motion passed by roll call vote.

**Secretary's Report**

The minutes of the April 12, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the April 12, 2018 minutes as presented. Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

A letter was received seeking an ad placement for the Bath Homecoming flyer. The fee is \$25.00 for the ad. The OCLC was renewed at the cost of \$685.15.

**Treasurer's Report**

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

**Librarian's Report**

The Illinois State Library Per Capita grant, in the amount of \$5,154.47, must be spent on predesignated items by June 30, 2018. Staff training will be part of the grant monies spent.

Vanessa Hall-Bennett submitted an Illinois State Library "Back to Books" grant and was awarded the grant in the amount of \$1,500. The grant will be used to create book kits and book group programs. The funds have not been received yet for this grant. Tiffany will help Ms. Hall-Bennett coordinate the "Back to Books" grant programming.

May 10 the library will be notified if the Dollar General Grant that was submitted has been awarded.

Office furniture was offered to the library from the former Max Thompson State Farm office. A used desk and three filing cabinets were received.

RAILS (Reaching Across Illinois Library Systems) has updated its membership standards. The library will only need to make minor changes to policies to meet the new standards. The largest issue, a mandated percentage/amount to be used on collection development, can be addressed via a waiver application.

was received to be utilized for the predetermined grant projects. Ms. Hall-Bennett wrote a

The main library's April attendance statistics were as follows: 1,171 patrons, 225 staff/service/other; and 209 computer users.

Twenty-seven (27) programs were held in April. Total attendance for programs was 755-320 adults, 408 children, and 27 young adults.

323 informational questions and 315 reference questions were asked. 22 in-depth tutorials were conducted and 2,755 items were circulated. 11 new library cards were issued.

1,125 items were discarded and 203 books and 8 magazines accessioned. The vast majority of discards involved the deletion of records for long missing or long ago discarded books.

Library staff has begun storing discarded books for a possible Library Foundation book sale at the old Annex.

### **Unfinished Business**

The apartment lease agreement for 118 S. Plum will be the basic agreement. Cats will be allowed to renters of the apartment. Construction at the 118 S. Plum is done with the exception of the closet and wood treatment.

### **New Business**

The Personnel Manual has undergone updates and changes. Ms. Hall-Bennett has either made changes, or will be making the changes.

Ms. Hall-Bennett presented a mission statement for the Library. After review, the Board approved the statement presented.

Information for the Summer Reading program has been sent to pre-schools and New Central Elementary school.

There are problems with the telephone and internet lines. The problems need to be addressed. Gary B. will be contacted to check the issues. Ms. Hall-Bennett has attempted to contact a student recommended to serve as a new IT point person. Stephanie Howerter will be contacted for further contact information. Marty Balbinot will contact the IT company used by the City of Havana.

Ms. Hall-Bennett discussed the proposed Local and Historical Newspaper Procedures Policy. Other county newspapers are not being maintained. The Board granted Ms. Hall-Bennett permissions to maintain those papers not currently being kept for historical record. Permission was also granted to purchase a dehumidifier.

Per attorney Phil Lenzini, a certified letter will be sent to Nancy Glick regarding the desk, computer and printer that belongs to Rural Family Services.

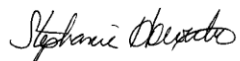
Window blinds are needed for 201 W. Adams. Mark McGrew will order the blackout roller shades.

The building in Bath is not staffed during regular hours. Tiffany has been working alone in the building.

There is a concern with the radiators. The paint is chipping from them. Bids will be accepted for the cost of the repairs.

A motion was made by Marty Balbinot and seconded by Mary Layton to adjourn the meeting. Meeting was adjourned by acclamation at 6:43pm.

Respectfully submitted,



Stephanie Howerter, Secretary

Motion passed by roll call vote.

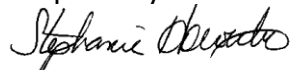
A motion was made Mary Layton at 6:02 PM to go into closed session in accordance with 2(c)(8). The motion was seconded by Brian Lesemann. Motion passed by roll call vote.

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