

Havana Public Library District Board Meeting  
June 8, 2017

The meeting was called to order at 4:41pm by President Brian Lesemann. Members present were Jan Hurley, Cathy Toncray, Marty Balbinot, Mary Layton and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett.

**President's Report**

Trustee Facts File, Chapter 2 was tabled and will be reviewed at the July 13, 2017 meeting.

**Secretary's Report**

The minutes of the May 11, 2017 meeting were reviewed. A motion was made by Mary Layton and seconded by Marty Balbinot to approve the May 11, 2017 minutes. Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

A letter from the Havana Chamber of Commerce seeking a donation for the 4<sup>th</sup> of July fireworks was received and reviewed. No action was taken.

**Treasurer's Report**

Marty Balbinot presented the May 2017 treasurer's report. Library account balances are as follows; general fund, \$24,972.15; contingency fund, \$14,989.87; CD, \$1,558.20; and 2 CDs (Havana National Bank), \$5,000. Marty reported that she renewed the CDs held at Havana National Bank. Also, that \$6,000 had been spent so far in the month of June; that amount excluded payroll. The bulk of the library's expenditures are salary, withholdings and IMRF. A motion was made by Stephanie Howerter and seconded by Jan Hurley to accept the Treasurer's report and to approve the bills payable for the month of May 2017. Motion passed by roll call vote.

Marty also updated the Board that the Havana Public Library is not eligible for the downtown revitalization project since the Library is not a business. Marty plans to develop a proposal to the City for the use of TIF funds.

**Librarian's Report**

Vanessa Hall-Bennett reported she had returned from Director's University. Vanessa stated it was extremely rewarding.

80 Summer Reading Program donation letters have yielded some wonderful prizes and \$870 in cash donations. As of June 5, 27 adults and 40 children had registered for the summer reading program. Nerd Con was successful with 77 people in attendance.

The Library received the Dollar General grant monies totaling \$1,100. The check has been deposited and the Amazon Corporate Account will be used to purchase grant items.

The bathroom at 201 has been painted; trim will be purchased, stained and finished and then the toilet will be reinstalled. New signage has been created and will be posted throughout the Library.

From Bernice Hall's donation, two bulletin boards have been purchased for the children's room and installed. The downstairs hall has been painted.

There were 157 discards and 133 accessions. The staff is continuing to back shift the adult collection. The Young Adult/ Juvenile fiction area is in flux. The loveseat has been moved in to the area.

Justin Malott has begun to rewire the internet connections; he will hook-up the new photo and negative scanner that were purchased from Bernice Hall's donation.

Work continues in the Annex with the discarding of old materials and general refuse. Bath is now closed on Saturdays, as is Havana. Tiffany is now working Friday mornings at the main Library.

### **Staffing/ Personnel**

No report

### **Job Descriptions**

No report

### **Personnel Manual**

No report

### **Unfinished Business**

None

### **New Business**

Marty is still researching memorial ideas for Father.

Jo will continue to turn on the air conditioners at 7:00AM. John Kachanuk has expressed concerns about the air conditioners and feels they should be shut off every evening. Marty will speak to John for clarification regarding the issue and his concerns.

The closed session minutes were reviewed and it was determined to keep them closed. A motion was made by Marty Balbinot and seconded by Stephanie Howerter to keep the closed session minutes closed. Motion passed by roll call vote.

Marty will speak to Phil Lenzini regarding the 2% building levy.

Meeting was adjourned by acclimation at 5:22pm.

Respectfully submitted,



Stephanie Howerter, Secretary