

Havana Public Library District Board meeting  
July 12, 2018  
**CORRECTED**

The meeting was called to order at 4:55pm by President Lesemann. Members present were Cathy Toncray, Mark McGrew, Jan Hurley, and Mary Layton. Also present was Business Administrator, Marty Balbinot.

**President's Report**

No Report

**Secretary's Report**

The minutes of the June 15, 2018 meeting were reviewed. A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the June 15, 2018 minutes with the following corrections:

- Under members present, add Mary Layton and remove the second Marty Balbinot.
- Change at the end submitted by Mary Layton, Acting Secretary.

Motion passed with changes by roll call vote.

A Motion was made by Mark McGrew and seconded by Cathy Toncray to approve the June 26, 2018 minutes as presented. Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

Reviewed the letter from Fred Schlipf regarding the meeting on July 28<sup>th</sup> at 1:00pm

Reviewed the agreement with Glick family

Reviewed communication from Phil Lenzini regarding tax notice.

**Treasurer's Report**

No hard copy of the June 2018 report was available due to printer issues. Will approve June bills in August. M. Balbinot reported we have approximately \$48,000.00 left over from FY end June 30, 2018. Will be opening a checking account (free) with On-line bill pay, two money market accounts (one current year and one for previous year) at Havana National Bank for the new fiscal year. Will also need an account for donations.

**Librarian's Report** (written report)

Submitted the \$5145.47 Illinois State Library Per Capita grant. Planning the \$1500 Illinois State Library "Back to Books" grant.

Summer Reading Program is in full swing. Thus far, we have 83 adults, 11 young adults, and 76 children signed up. Local girl scout troop visited the library on June 11<sup>th</sup>.

Moved the Rural Family Services Materials to the Annex and sent a certified letter to Nancy Glick. Nancy collected these belongings on June 26<sup>th</sup>.

Jennifer Christiansen of the Moline Public Library delivered the microfilm reader from MPL to us on June 16<sup>th</sup>.

Annual Nerd Con was held at the Chester Center on June 16<sup>th</sup>. It was a smashing success; 1106 people attended.

Lois Rickard of the Banner Times agreed to give the Havana public Library District the back archive of the Manito Review.

Cleaning out Technical Services with the help of volunteers. Will move on to the kitchen/Staff Lunchroom after that.

Contacted Illinois State Historic Preservation Office and spoke with LaDonna Young. She informed me that as long as only local funds are used to make changes that no state permits or licenses are required, the Library District may do what it wishes to the building, up to and including demolition. The use of state or federal funds or permits would require application and approval of IEPA permits.

Delivered the Prevailing Wage and Meeting Date Ordinances to the Courthouse on June 19<sup>th</sup>. The statutorily required Budget Hearing Notice appeared in the Mason County Democrat on Wednesday, June 27<sup>th</sup>. Phil Lenzini will be at the August 9<sup>th</sup> board meeting for the budget hearing.

Signed a new contract with CareerLink. Kira may work until the end of September. CareerLink believes they will be able to supply us with another page after Kira's term ends.

Recommend the downstairs locks be changed in the new future. Also recommend a quarterly board tour of the facilities so they are aware of all of the issues.

The main library's June attendance statistics were as follows: 1,399 patrons, 218 staff/service/other, 162 computer users.

280 informational questions and 254 reference questions were asked. 5 in-dept tutorials. 2,155 items circulated. Issued 27 new library cards, held 40 programs in June with attendance; 396 adults, 468 children, and 63 young adults. 5 items were discarded and 78 books and 11 magazines were accessioned.

Continue to store discarded books for a possible future library foundation book sale in the Annex as well as broken technology until it can be taken to an electronic recycler.

Tiffany is helping coordinate the "Back to Books" grant programming.

Maximum occupancy numbers for 118 S. Plum are framed and ready to be hung.  
Purchased a combination carbon monoxide and gas detector for the upstairs apartment.

### **Unfinished Business**

Discussed potential board replacement.

### **New Business**

A motion was made by Mark McGrew and seconded by Mary Layton to approve the Building and Maintenance Ordinance No 18-03, an Ordinance to Levy and Assess A Tax for Havana Public Library District. Motion passed by roll call vote.

Trustees and Officers Status Filing was Tabled

Tentative date for Fred Schlipf Building Program meeting and library facilities tour was set for July 28, 2018 at 1:00pm.

A motion was made by Mark McGrew and seconded by Brian Lesemann to contract with IT360 for computer services which includes support, upgrading computers, installing firewalls, setting up and installing new equipment, backups, and will monitor internet at the annual cost of \$16,800.00. Motion passed by roll call vote.

Mark McGrew discussed the progress of the 501c3 application and process. At the point of asking for board members to service the foundation.

Brannon's provided us with a bid of \$675.00 for a new window on main floor. Discussed options no decision was made.

Payroll Discrepancy was tabled for Mary and Marty to have time to investigate.

Revision of By-Laws – Tabled

Employee Job Descriptions – Tabled

Library Outreach to Havana Schools – Tabled

Havana Public Library District Fines, Fees, Loans, Etc. – Tabled

A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the Library Public Bulletin Board and Non-Library Promotional Materials Policy. Motion passed by roll call vote.

Building Safety Measures and Policies – Tabled

Reconfiguration of Tech Services and Kitchen Staff Area – Tabled

Bond for Treasurer and Business Administrator – Mark McGrew will take care of getting pricing and quotes for bond.

Volunteer Screening Process – Tabled

A motion was made by Mark McGrew and seconded by Cathy Toncray to do the same as we did last year for the Polka Pace Race sponsorship. Motion passed by roll call vote.

A motion was made by Mark McGrew at 6:22pm to go into closed session in accordance with 2(c)(1). Motion was seconded by Jan Hurley. Motion passed by roll call vote.

6:50pm a motion was made by Mark McGrew and seconded by Mary Layton to come out of closed session. Motion passed by roll call vote.

### **Adjournment**

The meeting was adjourned by acclamation at 7:05pm.

Respectfully submitted,

Mary Layton, Acting Secretary