

Havana Public Library District Board Meeting
September 14, 2017

The meeting was called to order at 4:33pm by President Brian Lesemann. Members present were Jan Hurley, Cathy Toncray, Mary Layton, Mark McGrew and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Jane Frazier.

President's Report

Chapter 2: Orientation for New Trustees of the Trustee's Fact File was reviewed and discussed. From the discussion it was determined that the bylaws need to be reviewed and revised.

Secretary's Report

The minutes of the June 14, 2017 and August 10, 2017 meetings were reviewed. A motion was made by Mark McGrew and seconded by Mary Layton to approve the June 14, 2017 and August 10, 2017 minutes. Motion passed by roll call vote.

Trustees Mark McGrew and Jan Hurley conducted the yearly minutes audit on August 29, 2017.

Correspondence, Communications, Public Comment

A letter from Jessica Hughes regarding her maternity leave plans were read to the Board. Also, David Alan and Rita Badger generously donated 100 Christmas ornaments featuring the Library. The ornament design is an original by David Alan Badger. The ornaments will be sold for \$8 each at the Library. Vanessa Hall-Bennett will write a thank you to the Badgers.

This brought up the discussion of incorporating a 501(c)(3) or a similar type body in the future. Further investigation into possibilities will be researched and discussed at a later date.

Treasurer's Report

No report was given.

Librarian's Report

The IPLAR was completed and submitted. The contract with Better World Books has been renegotiated. Vanessa Hall-Bennett passed out promotional pretzels, fliers attached with the Library hours and contact information at Oktoberfest. Two new laptops and the scanner have been set-up. A catalog computer will be installed and two new hard drives will be installed on two staff computers. Jessica Hughes submitted the final report for the Dollar General Grant.

Bookends were received from the Warrenville Public Library. The Library will receive more from the Morton Public Library on September 18. Vanessa will be meeting with the Library Director from that location. UIUC Professor and Library Consultant Fred Schlipf rescheduled his visit to Saturday, October 28, 2017. \$1,769 worth of books were ordered and are currently being processed. Nate Turner, of Country Companies, provided a list of proposed insurance changes. Board member Mark McGrew has reviewed them and will work with Mr. Turner to make the appropriate changes to the current coverage.

The list of trustees and appointments have been filed with the County Clerk. Employees are providing written descriptions of their daily work to Vanessa. She will then develop job

descriptions and will present them to the Board when they are completed. Courtney Schappaugh's last day is September 29, 2017.

Vanessa is currently researching the possibility of scanning the Library's historical photos and uploading them to a shareable, online account. She has contacted other libraries to seek their expertise in this area.

The fire extinguishers in the main Library have been serviced. The one in the Annex will be serviced later in September and the extinguishers in the main Library will be remounted at that time. Aireserv will service the boilers for the winter on September 27, 2017.

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The Library attendance statistics for August 2017 were 1,182 patrons, 234 staff/service/other, and 208 computer users. 231 items were discarded and 273 accessioned in August.

The Library has returned to the school year hours and is open on Saturday from 9:00am – 2:00pm. The carpet in the main Library needs cleaned before the Open House scheduled for Saturday, October 21, 2017. A motion was made by Mary Layton and seconded by Cathy Toncray to spend up to \$500 for carpet cleaning in the main Library and the Annex. Motion passed by roll call vote.

The stairwell was renovated over the Oktoberfest weekend. New Library Parking signs have been ordered; seven in total. They should arrive shortly.

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Work continues in the Annex, discarding old materials and general refuse.

Bath

There is a new phone number in Bath; 309-518-5232. The change is due to the new MagicJack that was installed. The Bath site is open from 10:00am-2:00pm on Saturdays. Vanessa is working on a new system to capture attendance statistics at the Bath location.

Staffing/ Personnel

No report

Job Descriptions

No report

Personnel Manual

No report

Unfinished Business

No report

New Business

Discussion of the Tax Levy Ordinance was postponed until the October 2017 meeting. A motion was made by Mark McGrew and seconded by Brian Lesemann to table this agenda item to the October 12, 2017 meeting. Motion passed by roll call vote.

Luke Baker and Harley DeFord will work on Saturdays by themselves. Luke will need a key; Vanessa will speak to Marty Balbinot about the needed key. The Library will be closed on December 23, 2017 and December 30, 2017. Discussion of the closed dates for the 2018 calendar year will take place at the next scheduled Board meeting in October.

A discussion was held regarding someone to take care of some landscaping issues at the Library and Annex. Mark McGrew has contacted someone who will charge \$10.00 per hour to do some landscape maintenance.

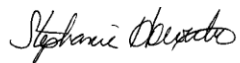
A discussion was also held regarding the monthly meeting location. The hope was to move the meetings back to the main Library. It was determined that at this time meetings will remain at the Annex.

A motion was made by Stephanie Howerter at 5:48pm to go into closed session in accordance with 2(c)(1). The motion was seconded by Brian Lesemann. Motion passed by roll call vote.

6:09pm a motion was made by Brian Lesemann and seconded by Mark McGrew to come out of closed session. Motion passed by roll call vote.

Meeting was adjourned by acclimation at 6:09pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Howerter".

Stephanie Howerter, Secretary