

## Havana Public Library District Board Meeting June 15, 2018

The meeting was called to order at 4:47pm by President Brian Lesemann. Members present were Cathy Toncray, Marty Balbinot, Mark McGrew, and Jan Hurley. Also present was Librarian Vanessa Hall-Bennett.

### **President's Report**

Section 9: Facilities of the Trustees Facts File was reviewed. A complete review of facilities will be covered with Fred Schlipf.

### **Secretary's Report**

The minutes of the May 10, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Jan Hurley to approve the May 10, 2018 minutes as presented. Motion passed by roll call vote. The minutes of the May 16, 2018 special meeting were reviewed. A motion was made by Jan Hurley and seconded by Mark McGrew to approve the May 16, 2018 minutes with the correction of Brian Lesemann as absent. Motion passed by roll call vote.

### **Correspondence, Communications, Public Comment**

No report

### **Treasurer's Report**

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

### **Librarian's Report**

The Illinois State Library Per Capita grant funds are being spent. All funds from the grant must be invoiced by June 30, 2018. As part of the Per Capita grant, a successful staff in-service was held May 11.

Vanessa Hall-Bennett is currently planning the materials and activities for the \$1,500 Illinois State Library "Back to Books" grant. She will select, purchase, and assemble 10 book kits that will be used for 10 monthly book discussion groups. Promotion for the discussion series will begin in July with the first group being held in August. Tiffany will help coordinate the programming.

The Summer Reading Program is in full swing. As of the meeting, there are 63 adults, 11 young adults and 67 children signed up.

Fred Schlipf is in the final stages of writing our building program. He will contact Vanessa when he is ready and Mr. Schlipf will travel here at no cost to speak to the Board about the program.

Vanessa has secured a free microfilm reader and a printer for the library. The microfilm reader is approximately 12 years newer than the current model and will be delivered June 16.

The Abraham Lincoln Presidential Library cannot accept the Manito Review for storage or microfilming at this time. Lois Rickard of the Manito Review/ Banner Times has agreed to the

Havana Public Library obtaining their archive. Ms. Rickard will contact Vanessa with the particulars.

The library's annual OCLC agreement has been completed and returned to the Illinois State Library.

The main library's May attendance statistics were as follows: 1,131 patrons, 258 staff/service/other; and 207 computer users.

Twenty-two (22) programs were held in April. Total attendance for programs was 160 adults, 340 children, and 16 young adults.

301 informational questions and 305 reference questions were asked. 13 in-depth tutorials were conducted and 2,052 items were circulated. 18 new library cards were issued.

367 items were discarded and 79 books and 4 magazines accessioned.

The library staff continues to store discarded books for a possible future library foundation book sale in the Annex. They are also collecting broken technology and storing it inside the Annex until they can take it to an electronic recycler.

Fred Lawrence & Sons Fire Equipment came and installed a new fire extinguisher. They also recharged all of the library's other fire extinguishers. Fire Chief John Kachanuk was contacted to obtain the maximum occupancy numbers for 118 S. Plum. Those notices are framed and ready to be hung on the walls of the respective rooms. Chief Kachanuk was also consulted on the appropriate extinguishers for Bath and the upstairs apartment. The recommended models have been purchased and mounted or placed in the appropriate location.

### **Unfinished Business**

No report

### **New Business**

A motion was made by Brian Lesemann and seconded by Mark McGrew to approve a 4% salary increase for hourly employees effective July 1, 2018. Motion passed unanimously by roll call vote.

Section 5 of the Personnel Manual was reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve Section 5 of the Personnel Manual as presented. Motion passed by roll call vote.

A review of the Board of Trustees By-Laws was conducted. Changes must be made to the Treasurer section and the Business Administrator section must be added. No action was taken.

Vanessa Hall-Bennett presented a Volunteer Policy for the Havana Public Library District. A motion was made by Marty Balbinot and seconded by Mary Layton to approve the Volunteer Policy format as presented. Motion passed by roll call vote. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the specific Nerd Con Volunteer Policy as presented. Motion passed by roll call vote. A motion was made by Mark McGrew and seconded

by Marty Balbinot to approve the Volunteer Application as presented. Motion passed by roll call vote.

A discussion was held on a Meeting Room Policy. Vanessa Hall-Bennett informed the Board that meeting rooms are 1<sup>st</sup> Amendment spaces per Phil Lenzini. Possible rules and fees were discussed. A policy will be formulated and presented at the July Board Meeting. No action was taken.

A revision was made to the Meeting Date Ordinance. A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the Meeting Date Ordinance. Motion passed by roll call vote.

A motion was made by Mary Layton and seconded by Mark McGrew to approve the Prevailing Wage Ordinance. Motion passed by roll call vote.

The Rental Agreement for the apartment located at 118 S. Plum was discussed. A security deposit will be required. Rent fees will include one stall of the garage and water. The tenant will be responsible for the electric fees and will submit rent payments to the Library Business Administrator. Mark McGrew will prepare a basic lease. No action was taken.

A discussion was held regarding IT concerns. IT360 has been contacted. No action was taken.

Board Trustee Marty Balbinot offered her resignation from the Board effective 12:00am on June 16, 2018. A motion was made by Mary Layton and seconded by Mark McGrew to accept Board Trustee Marty Balbinot's resignation effective at 12:00am on June 16, 2018. Motion passed by roll call vote.

A motion was made by Cathy Toncray and seconded by Brian Lesemann to appoint Marty Balbinot to the position of Business Administrator. Motion passed by roll call vote.

A discussion was held regarding bond concerns. The issue will be investigated further and Board action will be taken at a later date.

A motion was made by Mark McGrew and seconded by Brian Lesemann to retain Phil Lenzini as the legal counsel for the Havana Public Library District. Motion passed by roll call vote.

Mark McGrew will seek quotes for central air and a fire alarm system. No action was taken. Mr. McGrew will also investigate a static IP address and internet connection to 118 S. Plum. No action was taken.

A motion was made by Mark McGrew and seconded by Mary Layton to purchase furniture for the Business Administrator. Motion passed by roll call vote.

With the resignation of Marty Balbinot from the Board of Trustees, the position of Treasurer is now vacant. A motion was made by Brian Lesemann and seconded by Mark McGrew to appoint Mary Layton as Board Treasurer. Motion passed by roll call vote.

A discussion was held regarding the old annex building and whether it should be demolished or if it should be given away to be moved to a new location. No action was taken.

A letter was sent to Nancy Glick regarding the removal of outdated technology. The letter was shared with the Board and no action was taken.

A motion was made by Mark McGrew at 6:27PM to go into closed session in accordance with 2(c)(1) and 2(c)(8). The motion was seconded by Cathy Toncray. Motion passed by roll call vote.

6:48PM a motion was made by Mary Layton and seconded by Cathy Toncray to come out of closed session. Motion passed by roll call vote.

**Adjournment**

The meeting was adjourned by acclamation at 6:50 PM.

Respectfully submitted,

Mary Layton, Acting Secretary