

Havana Public Library District Board Meeting

August 8, 2019

The meeting was called to order at 4:48 PM by President Brian Lesemann. Members present were Jan Hurley, Mark McGrew, Cathy Toncray, Mary Layton, and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Business Administrator Marty Balbinot.

President's Report

No report; Chapter 1 of the Trustee Facts File will be discussed at the September 12th meeting.

Secretary's Report

The minutes of the July 11, 2019 meeting were reviewed. A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the July 11, 2019 minutes as presented. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

John Lorek contacted the library regarding fundraising. Once established, the Library Foundation will handle all fundraising efforts.

Closed Session

A motion was made by Mark McGrew at 4:53 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Stephanie Howerter. Motion passed by roll call vote.

5:03 PM a motion was made by Stephanie Howerter and seconded by Mary Layton to come out of closed session. Motion passed by roll call vote.

Treasurer's Report

The July 2019 Treasurer's Report was reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the July 2019 report as presented. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Jan Hurley to approve a 4% increase and one additional week vacation for Library Director Vanessa Hall-Bennett. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Brian Lesemann to approve Mary Layton to have authorization on all bank accounts for Havana Public Library District. Motion passed by roll call vote.

Librarian's Report

July's book group for Matilda had 11 people in attendance. 16 people are signed up for the August selection, Delta Wedding.

The IPLAR is due September 1st and Ms. Hall-Bennett is working on it. Summer Reading has ended. Trees were cut down and pruned. The front door was repaired by Tom Coker. The Bath satellite is being used for children's story hour this summer. No other formal action has occurred. A fake fireplace was acquired to use for programs (Harry Potter, Santa, book group, etc.)

The main library's July attendance statistics were as follows: 1,240 patrons, 170 staff/service/other; and 200 computer users.

Forty-five (45) programs took place in July. Total attendance for programs was 358 adults, 42 young adults, and 310 children.

713 informational questions and reference questions were answered. 5 in-depth tutorials were conducted and 2,023 items were circulated. 24 new library cards were issued.

93 items were discarded and 46 books and 8 magazines accessioned.

Unfinished Business

MDH Auxiliary may use 118 S. Plum to store cakes for the cake walk booth during the Oktoberfest. The library hasn't received confirmation back if they will in fact utilize the building.

New Business

A discussion was held regarding library hours. Weekday hours will be standardized to 9:00AM – 7:00PM and Saturdays will be 9:00AM – 1:00PM during the school year (September – May). The changes will begin in September 2019.

118 needs to be power-washed. Someone will be authorized by Ms. Hall-Bennett to take care of it. As noted previously, trees were cut down leaving stumps. A motion was made by Mark McGrew and seconded by Cathy Toncray to authorize Brian Lesemann to treat the remaining stumps on the library grounds to prevent regrowth. Motion passed by roll call vote.

Ms. Hall-Bennett informed the Board she may be moving a current employee to the Clerk position. A discussion was held regarding the Bath satellite location. A determination of the future of the Bath location will be made at the September 2019 meeting.

Jan Hurley and Mark McGrew will review the Library Board Meeting minutes on August 12 at 2:30 as required for the Annual Audit of Minutes.

August 26, 2019 is the deadline for the Budget and Appropriations to be prepared. The Tax Levy has been completed.

Mike Pedigo has not returned a call back regarding the Library Land Survey.

All books will be removed from the old annex after the Oktoberfest.

The paperwork for the 501 (c)(3) has been signed and returned to the attorney.

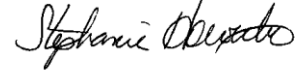
World Book online will be renewed.

Ms. Hall-Bennett informed the Board some magazines are still used, but not all. There isn't a lot of circulation overall for magazines, but an effort will be made to reconfigure the space housing them.

Adjournment

The meeting was adjourned by acclamation at 5:47 PM.

Respectfully submitted,

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

Stephanie Howerter, Secretary