

Minutes of the

Havana Public Library Board Meeting

(via Zoom) June 11, 2020 4:45 PM

Roll Call: Mary Layton, Mark McGrew, Mary Ellen Simpson, Jan Hurley, Cathy Toncray, Stephanie Howerter, B.A. Marty Balbinot, Director Vanessa Hall-Bennet and guest Ellen Mibbs.

Due to the secretary being late to the meeting president McGrew asked to discuss the discuss phase 4 and the reopening of the library. The need for various supplies and the decisions yet to be made by the governor will affect our ability to open. Vanessa prefers a gradual opening starting with curbside service while they restore the collection. There was tentative discussion on having the staff come back on July 13 and curb side service beginning on the 20th. There was an extended discussion on all factors involved in reopening. The board intends to meet again on June 25 in a special meeting to access the situation and make the necessary decisions pertaining to reopening.

Mark advised in the meantime to not allow the public to use our meeting rooms due to the danger of infection and the extra costs involved in disinfecting ('g' and 'h' on the agenda). * Mary Ellen made a motion to curtail in person programming and meeting room rental which was seconded by Mary and approved by the board.

Secretary's Report - During the secretaries absence the minutes of the May 14 meeting were approved with the addition that employee Jessica Hughes had also asked permission to use a library computer at home.

Correspondence, communication public comment:

Public Comment - Ellen Mibbs informed the board that if she is able pending medical issues she is willing to work part time for Summer reading. It was noted that the board has already approved 18 hours for staff including Ellen.

Treasurer's Report – Marty commented that we were still paying for our subscription to the Peoria Journal Star even though we have put a hold on it. She was also asked to contact “IT 360” about a discount for no service in May. She will also be talking to Triumph Bank about completely closing our account there. * Cathy made a motion to accept the budget report and bills payable for May which was seconded by Brian and approved by the board.

Librarian's Report – A report was provided by Vanessa but emphasized the importance of RAILS resuming delivery of items currently stored (43,000+) and the renewal fee for OCLC (\$705.70) which was essential for cataloging books to reopen. The board affirmed that no vote was needed for the fee.

Wade Parsley Construction was suggested to possibly refinish the front desk off premises and Gary Blakeley or Rich Burrows for a lock on the bathroom door. Concerning the old annex Mark volunteered the use of a dehumidifier to protect against mold.

Unfinished business – none

New Business:

a. Employee Expense Reimbursement Policy – The issue of childcare reimbursement was discussed in connection to the Telecommuting Personal Policy. * After discussion a motion was made by Mary and seconded by Mary Ellen to approve the Employee Expense Reimbursement Policy as presented. It was passed.

b. Phased Plan for Reopening – previously discussed

c. Lease of Copier – * After discussion Mary made a motion to go ahead with the WATTS copier contract understanding that they would be paying remaining contract cost with previous provider. Brian seconded the motion and it passed.

d. HPLD Meeting Dates 2020-2021 – * Brian motioned to accept the meeting dates and Cathy seconded and the motion passed. (It was suggested that when Brian gets the dehumidifier from Mark to sign this document.)

e. Purchase of supplies for reopening – * After discussion about specific requests Brian made a motion to allow Vanessa to use her own judgment to purchase PPE and necessary supplies for reopening. The motion was seconded by Mary Ellen and passed.

f. New temporary hours – Changes to hours were presented to be approved at the next meeting

(all day Saturday, closed on Monday, opening at 9, closing at 5 with ½ hour unpaid for lunch).

g. Moratorium on in-person programming – discussed previously

h. Moratorium on meeting room rental – discussed previously

i. Recall of furloughed employees – at the special meeting

j. Special Meeting on June 25th

Book Purchasing - Mark suggested that we should probably move to purchase books now so that they are here to be processed for the opening. Marty added that we should have \$8000 to use currently. Vanessa said she would get started on that.

Board Question - Mary Ellen asked if there as going to be any government grants available to help pay for PPE supplies? Vanessa said that she had not seen anything. Brian volunteered to talk to Greg Griffen about possible PPE supplies.

Public Comment – Ellen informed the board and her father Gary Blakeley would be having surgery but should be able to do some odd jobs around the library after he heals. She also will be having surgery but should be able to return part time after the 25th.

Adjournment – * Mary made a motion to adjourn which was seconded by Cathy and passed.