

Havana Public Library Board Meeting
September 10, 2020
- Minutes -

Call to order - Mark called the meeting to order at 4:51.

Roll Call - Those in attendance were: Mark, Marty, Mary, Mary Ellen, Kathy, Brian, Stephanie, Jan and Vanessa.

President's Report - none

Secretary's Report – No changes or corrections were made to the minutes as presented. Kathy motioned to accept, Stephanie seconded the motion passed.

Correspondence, communications, and public comments - none

Treasurer's Report – Nothing appeared out of the norm on the report except it was noted that premiums for liability and Workman's Comp were extra costs. Stephanie motioned to approved the report and pay the bills as presented. Kathy seconded the motion and it passed.

Librarian's Report – Vanessa reported thankfully that the IPLAR was completed. She also noted that despite the ongoing complications due to the pandemic the numbers for the month were good.

Unfinished Business – It was reported that the tree man (Zach Richardson) was going to look at the tree next to the annex to estimate the cost for its removal.

New Business:

Budget and Appropriations Ordinance – After discussion a motion was made to accept the budget as presented. Mary motioned to accept, Kathy seconded and it was passed.

2021 Minimum Wage and Increase and its Effect on Staff Wages – Marty informed the board that she would like to set up a meeting to talk about the raises before January 1st. Mark asked that it would be included on the next months agenda. Vanessa pointed out that if raises would be on the agenda a closed session would have to come first due to Zoom meeting format requirements. Marty, Mary and Vanessa will discuss the figures and projections to prepare for the board's discussion at closed session.

REALM project test results and their effect on library procedure – New research has shown that Covid-19 lasts a lot longer on checked out and received materials. Therefore a 7 day quarantine is now required for all materials coming in from patrons.

Holiday Closing Schedule – It was explained that November 3 is election day and we are required to be closed. When there is a Monday holiday it may be possible for the staff to have either a day before or after that Monday holiday off. Vanessa advised that the Saturday before makes the most sense and preferable. The proposed dates were accepted by the board. Stephanie motioned, Kathy seconded and it was passed.

Payroll Tax Deferment – Vanessa informed the board that Bonnets accounting was contacted

concerning this. Federal Offices are required to do this, however for us it is optional. It is not a tax break as it will need to be paid by the end of the year. Therefore, we are just going to do as we always have done and the staff has been notified.

Yearbook Ad – We have been approached for a \$50 ad. Vanessa has authority to do this.

Public Comment - none

Adjournment – Stephanie motioned for adjournment, Kathy seconded and the motion passed.