

Havana Public Library  
Board of Trustees Meeting  
November 12, 4:45 PM

**Call to Order** – President Mark McGrew called the meeting to order at 4:45.

**Roll Call** – Those in attendance were Jan, Mark, Mary Ellen, Brian, Stephanie, Director Vanessa, and guest Marty.

**President's Report** - none

**Secretary's Report:** approval of minutes as received or corrected

a. *Minutes from special meeting, September 18, 2020* – Mary Ellen made the motion to approve the minutes as presented, the motion was seconded by Jan and approved.

b. *Minutes from regular meeting, October 8, 2020* – Jan made the motion to approve the minutes as presented, the motion was seconded by Stephanie and approved.

**Correspondence, communications, and public comment** – Vanessa just received a letter from the state library for a grant of \$500 for PPE.

**Treasurer's Report** -

a. *Monthly budget report and review of bills payable October 2020* – Marty informed the library that there are a few outstanding checks from over a year ago. Marty will contact those involved. Brian made a motion to accept the treasurer's report and pay the bills. This motions was seconded by Mary Ellen and approved.

**Librarian's (Vanessa Hall-Bennett) report** – The report contains nothing unusual; however, our curbside circulation is doing very well as is the craft packet pickup. The social media engagements for this same time period numbered 2056. Normally we have family reading night at the school in the Fall but instead special packets will be made available. We continue to put out kits as well. The boiler was maintenanced, and the air conditioner at the apartment will be serviced. Story time videos are now being posted and we are getting our new microfilm reader next week.

**Unfinished Business** – none

**New Business** -

a. *Approval of Tax Levy Ordinance* – Brian motioned, Mary Ellen seconded, and it was approved.

b. *Library Closing Schedule for 2021* – Stephanie motioned, Mary Ellen seconded, and it was approved.

c. *Change to 2021 Per Capita Grant deadline; requirements* – The trustee information to review is not yet available so the deadline has been moved to March.

**Public Comment** - none

**Adjournment** - Stephanie motioned for adjournment, Mary Ellen seconded and it was passed.