

Havana Public Library District Board Meeting

January 11, 2018

The meeting was called to order at 4:54 PM by President Brian Lesemann. Members present were Cathy Toncray, Stephanie Howerter, Jan Hurley, Mary Layton and Mark McGrew. Also present was Librarian Vanessa Hall-Bennett.

President's Report

Chapter 6: Intellectual Freedom was covered from the Trustees Facts File book.

Secretary's Report

The minutes of the December 14, 2017 meeting were reviewed. A motion was made by Mary Layton and seconded by Cathy Toncray to approve the December 14, 2017 with the correction of the question mark removed from the Treasurer's report. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

An appraisal in the amount of \$960.00 for duct cleaning was received from M&R Cleaning. No action was taken on the appraisal. Ken Harris will be contacted for a bid for carpet cleaning at 118 S. Plum.

Board member Mark McGrew will donate bamboo flooring for the 118 S. Plum. Bids will need to be sought for the installation of the flooring.

Treasurer's Report

Mark McGrew presented the November 2017 and December 2017 bills in the treasurer's absence. A motion was made by Mark McGrew and seconded by Stephanie Howerter to approve the bills payable for November 2017 and December 2017. Motion passed by roll call vote.

Librarian's Report

The Per Capita Grant has been completed and is due January 15, 2018. Vanessa will submit the grant January 12, 2018 pending Board approval.

The extension for filing the Annual Financial Report with the Comptroller's office ends February 25, 2018. This report must be approved by the Board before being submitted. The deadline for library certification and ILLNET interlibrary loan (ILL) and Reciprocal Borrowing Statistical Survey is March 31, 2018. Vanessa is currently working on this.

Jessica Hughes is working on this year's Dollar General Grant. It is due February 22, 2018.

The December main library statistics are as follows; 855 patrons, 194 staff/service/other; 141 computer users. 210 information questions and 166 reference questions were asked and 1,566 items were circulated. 14 new library cards were issued.

Twenty-one (21) programs were held in December. Total attendance for programs was 384-105 adults, 267 children, and 12 young adults.

73 items were discarded and 143 books and 32 magazines accessioned.

Staffing/ Personnel

No report

Job Descriptions

No report

Personnel Manual

No report

Unfinished Business**New Business**

A motion was made by Mark McGrew and seconded by Cathy Toncray to approve the Per Capita Grant as presented. Motion passed by roll call vote.

Illinois' Bicentennial celebration is being held this year. A discussion was held on possible programs to tie into the celebration. Suggestions provided were New Salem, Abraham Lincoln Presidential Museum and Library, Dickson Mounds, and local historical events.

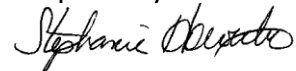
Closed Session

A motion was made Mary Layton at 5:19 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.

5:23 PM a motion was made by Mark McGrew and seconded by Brian Lesemann to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 5:23 PM.

Respectfully submitted,



Stephanie Howerter, Secretary