

Havana Public Library District Board Meeting  
October 12, 2017

The meeting was called to order at 4:38pm by Vice-President Mark McGrew. Members present were Jan Hurley, Stephanie Howerter, Cathy Toncray, Mary Layton, Marty Balbinot and Brian Lesemann. Also present was Librarian Vanessa Hall-Bennett.

**President's Report**

Chapter 3: Board Organization of the Trustee's Fact File was reviewed and discussed.

**Secretary's Report**

The minutes of the September 14, 2017 meeting was reviewed. A motion was made by Jan Hurley and seconded by Cathy Toncray to approve the September 14, 2017 minutes with the addition of "Trustees Mark McGrew and Jan Hurley conducted the yearly minutes audit on August 29, 2017." Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

David Alan Badger dropped off the display for the ornaments that will be available for purchase during the open house. Information received regarding Google Streetview was reviewed and no action was taken. A request was received from Havana High School for sponsorship for the yearbook. The library will be a sponsor at the \$50 level. Darryl Sarff contacted Trustee Jan Hurley regarding a property north of the library that will be available for purchase. Ms. Hurley will contact Mr. Sarff for more information on the timeframe of the sale of the property and to inquire about an appraisal for the library's property located at 213 W. Adams.

**Treasurer's Report**

Marty Balbinot presented the August 2017 treasurer's report. The ending balance in August 2017 was \$150,975.09. The September 2017 ending balance was \$216,810.70. Ms. Balbinot will review the Tax Levy. She noted that each month the library is behind on IMRF contributions.

A collection letter was received from the IRS. This letter stems from issues during Ms. Glick's tenure as Library Director. The library's accounting firm has been contacted and Ms. Balbinot will be meeting with them on Monday, October 16. Also, a bill was received from IMRF regarding Ms. Glick's departure from the library.

A motion was made by Marty Balbinot and seconded by Stephanie Howerter to accept the August 2017 Treasurer's report and to approve the bills payable for the month of August 2017. Motion passed by roll call vote.

A motion was made by Marty Balbinot and seconded by Mary Layton to accept the September 2017 Treasurer's report and to approve the bills payable for the month of September 2017. Motion passed by roll call vote.

**Librarian's Report**

Jessica Hughes began maternity leave on October 5, 2017. She and her husband welcomed their son to the world on October 6, 2017.

The Library is now required to prescreen books sent to Better World Books. So far, none of the discards have met their criteria. Havana Health Care Center has requested the discards. They will donate or dispose of the books when they are no longer needed.

The new catalog computer has been installed and new hard drives have been added to two staff PCs. Bookends were received from Morton Library Director Alissa Williams. UIUC Professor Fred Schlipf will visit the Havana Public Library on Saturday, October 28, 2017. Ms. Hall-Bennett filed the audit of the minutes with the County Clerk.

Contact has been made with Havana High School counselor Adam Wherley regarding high school volunteers. Ms. Hall-Bennett will design a flyer with information about the library's volunteer needs and share those with Mr. Wherley to post and distribute at the high school.

Aireserv performed the annual maintenance service on the boilers September 27. According to the technician, one of the pumps is broken and will have to be replaced before the heating season begins. A quote for the repair work is included in the Board packet. The quote lists the service fee at \$1,336.25. Ms. Hall-Bennett will be contacting another company for an estimate.

## **201**

The Library attendance statistics for September 2017 were 1,029 patrons, 227 staff/service/other, and 204 computer users and 32 new library cards were issued. 31 items were discarded and 231 accessioned in September.

The Library Parking signs have been received. The u-channel posts needed for the signs are not available at the stores in town. Ms. Hall-Bennett has been discarding unnecessary items from Technical Services as time allows.

The Open House is scheduled for Saturday, October 21. A notice has appeared in the paper and on the library's Facebook page.

## **213**

The air conditioner in the Annex was discovered to be nonfunctional on September 22. The compressor had burnt up. Quotes have been requested; Griffin Electric and Super Service Co. have submitted estimates and those are included in the Board packet.

## **Bath**

The Village of Bath has a new museum director, Alicia Woods. She has been in contact with the library regarding our historical materials collection. Ms. Hall-Bennett has encouraged Ms. Woods to meet with Joann Lynn to better understand the collection, the Mason County Genealogical and Historical Society's collections.

## **Staffing/ Personnel**

No report

## **Job Description**

Drafts have been completed for the Children's Services Coordinator, Young Adult Services Coordinator, Technical Services Specialist, and Library Clerk(s). Ms. Hall-Bennett has asked that

a member of the Board to coauthor the Director description. After the drafts are finalized and discussed with the staff, they will be presented to the Board for approval.

**Personnel Manual**

No report

**Unfinished Business**

No report

**New Business**

The bylaws for the Board need to be revised. Each trustee was given a copy of the bylaws to review and to submit suggested changes to Ms. Hall-Bennett. The bylaws will be revisited at the November 9, 2017 meeting.

No action was taken on a 'Spending Threshold policy'.

The 2018 Library Closure schedule was reviewed and discussed. A motion was made by Mark McGrew and seconded by Marty Balbinot to remove the two closed dates of December 22, 2018 and December 29, 2018 from the closure schedule; all other dates presented will stay the same. Motion passed by roll call vote.

The Tax Levy Ordinance was tabled to the November 9, 2017 meeting.

The estimates received for the air conditioner repairs for the library annex were reviewed. No action was taken.

An estimate for landscaping services was received from Zach Howerter. This item was tabled to the November 9, 2017 meeting. Other estimates will be sought for comparison. No action was taken.

Ms. Hall-Bennett will contact the library's insurance representative at Country Companies to discuss any possible issues with utilizing volunteers at the library.

Meeting was adjourned by acclimation at 6:49pm.

Respectfully submitted,



Stephanie Howerter, Secretary