

Havana Public Library District Board Meeting  
November 9, 2017

The meeting was called to order at 4:47pm by President Brian Lesemann. Members present were Jan Hurley, Stephanie Howerter, Cathy Toncray, Mary Layton, Marty Balbinot and Mark McGrew. Also present was Librarian Vanessa Hall-Bennett.

**President's Report**

Chapter 4: Legal Responsibilities and Liability of the Trustee's Fact File was reviewed and discussed.

**Secretary's Report**

The minutes of the October 12, 2017 meeting was reviewed. A motion was made by Mary Layton and seconded by Marty Balbinot to approve the October 12, 2017 minutes as presented. Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

Harley DeFord provided written notice that he will be moving and his intent to remain working at the library on Saturdays only.

A letter was received from Attorney Phil Lenzini regarding answers to the questions the Board had regarding owning rental property.

**Treasurer's Report**

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

A certified letter from the IRS was received. The IRS will not accept the Library's plea to avoid any penalties. Ms. Balbinot will speak to Bonnett Accounting about appealing again.

**Librarian's Report**

Karen Elliott and Vanessa Hall-Bennett received Magazine Cataloging training via RSA conference call on Friday, October 13. Karen has now begun cataloging magazines. Kira Lynn is the new CareerLink student. She began working on October 26.

The Open House held on October 21 was a great success; at least 81 people were in attendance. Family Reading Night is scheduled for November 16, 2017. The event is heavily sponsored by the library and will be staffed by library employees and volunteers. The library will participate in the Courtyard of Lights Carnival scheduled for November 25, 2017.

Ms. Hall-Bennett informed the Board of pertinent deadlines on the ILA Library Days and Dates Calendar. The levy must be passed by the first Tuesday in December (December 5, 2017) and filed by the last Tuesday (December 26, 2017). The Annual Financial Report must be filed with the Comptroller's Office and County Clerk by December 22, 2017. A sworn Report of Receipts and Disbursements must be published in the paper before December 31, 2017 and filed with the County Clerk by December 31, 2017. The Closed Session Minutes must be reviewed by

December 31, 2017 and this is also the last day to file a Certificate of Exempt Status for any real estate purchased in the calendar year.

The Per Capita Grant deadline is January 15, 2018. And, the deadline for library certification and ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey is March 31, 2018.

### **201**

The Library attendance statistics for October 2017 were 1,053 patrons, 195 staff/service/other, and 180 computer users and 24 new library cards were issued. 12 items were discarded and 104 accessioned in October.

Twenty-one (21) programs were held in October. Total attendance of the programs were: 1,164 – 520 adults, 590 children, and 54 young adults. Vanessa Hall-Bennett will provide a tour and presentation to the ladies of Beta Sigma Phi on November 14, 2017.

The boiler was repaired October 25, 2017.

### **213**

A magazine rack was donated by Dee Hohenshell from the Midwest Central District Library.

### **Bath**

Tiffany held a special craft story-hour on Halloween; five people were in attendance.

### **Staffing/ Personnel**

No report

### **Job Description**

No report

### **Personnel Manual**

No report

### **Unfinished Business**

No report

### **New Business**

A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the Tax Levy, Ordinance 17-5. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Mary Layton to hire Zach Howerter for lawn services. Motion passed by roll call vote.

A motion was made by Mary Layton and seconded by Mark McGrew to approve the 2018 Havana Public Library District Board Meeting, Ordinance 17-6. Motion passed by roll call vote.

Part of the Per Capita Grant requirements is library safety. A staff meeting will be held on Friday, December 1, 2017 at 6:30pm. Board members Brian Lesemann and Mark McGrew will be in attendance for the meeting.

A discussion regarding the Board By-laws was held. It was determined several changes are necessary. The By-laws were reviewed and suggested changes made. An updated version of the By-laws will be prepared and presented for approval at the December 14, 2017 meeting.

Vanessa Hall-Bennett will confirm with Nathan Turner of Country Companies if volunteers are covered within the Library's insurance policy.

The library's receipt printer has quit working. Ms. Hall-Bennett reported a new printer would cost \$300 - \$500 depending upon where it is purchased. A motion was made by Stephanie Howerter and seconded by Mark McGrew to approve the purchase of a new receipt printer for the price of \$300-\$500. Motion passed by roll call vote.

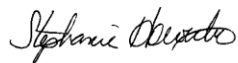
A new policy regarding DVDs has been put into effect. There will no longer be any fee to rent DVDs at the Library.

A motion was made by Stephanie Howerter at 6:14pm to go into closed session in accordance with 2(c)(1). The motion was seconded by Marty Balbinot. Motion passed by roll call vote.

6:41pm a motion was made by Stephanie Howerter and seconded by Brian Lesemann to come out of closed session. Motion passed by roll call vote.

Meeting was adjourned by acclimation at 6:42pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephanie Howerter".

Stephanie Howerter, Secretary