

Havana Public Library District Board Meeting  
December 13, 2018

The meeting was called to order at 4:52 p.m. by President Brian Lesemann. Members present were Cathy Toncray, Mark McGrew, Jan Hurley, and Mary Layton. Also present was Librarian Vanessa Hall-Bennett.

**President's Report**

No report

**Secretary's Report**

The minutes of the November 8, 2018 meeting were reviewed. A motion was made by Mary Layton and seconded by Mark McGrew to approve the November 8, 2018 minutes as presented. Motion passed unanimously by roll call vote.

**Correspondence, Communications, Public Comment**

A thank you card from Project Thanksgiving was read aloud.

**Treasurer's Report**

The November 2018 Treasurer's Report was reviewed. A motion was made by Cathy Toncray and seconded by Jan Hurley to approve the November 2018 report as presented. Motion passed unanimously by roll call vote.

**Librarian's Report**

The Back to Books grant, Novel Conversations, continues to be a success. 19 people attended the November discussion of Spoon River Anthology. 17 people are signed up for the December 28<sup>th</sup> discussion of The Great Gatsby.

The new library cards have arrived and are being issued to patrons.

Nonfiction has been weeded and shifted. Adult fiction has been shifted.

Vanessa is currently working on the Per Capita Grant.

Main Library November attendance statistics: 839 patrons, 197 staff/service/other; 185 computer users. 251 informational questions and 160 reference questions were answered. We conducted 7 in-depth tutorials. 1878 items circulated. 28 new library cards were issued in the month of November.

30 programs were held in November. Total attendance: 203 adults, 21 young adults, and 261 children. 494 books were discarded and 107 accessioned.

There will be a drop-in holiday program for families on the afternoon of December 21st. Discarded books for a possible future library foundation book sale are still being stored in the 213 Annex. Broken technology is being stored in this Annex until it can be taken to an electronic recycling facility or IT 360 can come get it.

160 discarded children's books to the local Toys for Tots program. They intend to offer them as an addition to their regular gifts.

At Bath, Tiffany is planning holiday programming. Tiffany continues to help coordinate "Back to Books."

### **Unfinished Business**

The possibility of starting a 501 (c)(3) foundation was discussed. Moving things from the old annex to the new was discussed. The possibility of changing legal representation was discussed. No action was taken.

### **New Business**

Chapter 8 of Serving Our Public 3.0 was reviewed. Chapters 6-10 of the Trustees Facts File were reviewed.

Vanessa read the 2019 Illinois State Library Per Capita grant questions aloud. Board members offered their advice and input. Trustee Mark McGrew agreed to watch a webinar on disability awareness training.

The Bylaws were tabled.

The board discussed whether or not to revise the existing Local Investment Policy. A motion to keep the policy as-is was made by Mark McGrew and seconded by Brian Lesemann. Motion passed unanimously by roll call vote.

The board reviewed past closed minutes. A motion to keep the closed minutes closed was made by Brian Lesemann and seconded by Jan Hurley. Motion passed unanimously by roll call vote.

The due dates of the Report of Receipts & Disbursements and the Annual Comptrollers Report were discussed. No action taken.

The necessary documents for the Certificate of Exempt Status for Real Estate were reviewed. A motion to accept and sign them was made by Mark McGrew and seconded by Cathy Toncray. Motion passed unanimously by roll call vote.

### **Closed Session**

There was no closed session.

### **Adjournment**

The meeting was adjourned by acclamation at 5:28 p.m.

Respectfully submitted,

Vanessa Hall-Bennett, Recording Secretary

