

Havana Public Library District Board Meeting

September 8, 2016 - CORRECTED

The meeting was called to order at 4:06 PM by President Brian Lesemann. Members present were Brian Lesemann, Jan Hurley, Stephanie Howerter, Mark McGrew, Marty Balbinot, and Cathy Toncray. Also present was Librarian Nancy Glick, Ellen Mibbs, Vanessa Hall-Bennett, Karen Elliott and Jessica Hughes.

President's Report

Brian reported that the Board will begin reviewing the new Facts File in the near future. Every Trustee now has a copy of the newest edition. October 1, 2016 at 8:00am will be the next Board of Trustees Retreat Meeting.

A motion was made by Mark McGrew and seconded by Marty Balbinot to adopt Ordinance 16-03. Motion passed upon roll call vote.

Secretary's Report

The minutes of the August 11, 2016 meeting were reviewed. A motion was made by Marty Balbinot and seconded by Jan Hurley to approve the August 11, 2016 minutes with the following corrections; Level should be Levy within the President's Report and Trustee File should be Trustee Facts File within the Librarian's report. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

A letter requesting funds for the Havana Health Care Career Opportunities program was received. No action was taken on the letter. An update to the copier policy was received from Country Companies.

Mason County Clerk Summer Brown sent petitions for the April 2017 election. The Management Association sent login information. The 2016 Library Survey was provided for review from the Management Association. Nancy will provide the login information to the Board so each person will be able to review the document at their leisure.

Nancy will send thank you notes to the young missionaries from Havana and the librarians who assisted during the weeding project.

Treasurer's Report

No report for July was provided. Marty Balbinot reported that she is making great strides and getting a system in place. The Library has received the second check from the tax levy. There are 2 CDs at Havana National Bank. They are valued at an estimated \$2,000 and \$5,900.

A motion was made by Mark McGrew and seconded by Marty Balbinot to pay the bills as presented. Motion passed by roll call vote.

Librarian's Report

The IPLAR (Illinois Public Library Annual Report) was submitted. Nancy Glick reported that 286 programs were offered in Fiscal Year 2016. 5,440 people were in attendance for those programs. Mark McGrew asked for a list of offered programs to help promote them within the community.

Saturday hours will begin on September 17. The hours for Saturday will be 10:00 am – 2:00 pm. 4-hours on Saturdays will require one adult staff member and a high school student worker. There was some discussion on the time that the library closes throughout the week (Monday – Friday). Nancy reported that there must be four (4) hours a week of being open beyond 5:00 PM.

Marty Balbinot spoke to John Kachanuk regarding the need for mold testing. He recommended Parkland Environmental. Marty will contact the company to get an estimate for testing both the buildings (the Library and the annex). Nancy also stated that GETZ, Menolds and Mauerer could be contacted for mold testing.

The money from last year's Per Capita grant has been spent. The grant for fiscal year 2017 requires a review of Section 6 within the Trustee Facts File. Some of the items to be requested for the FY 2017 grant include adult and children's materials, additional computer equipment, book cases, book carts, and storage for archival materials.

There are invoices from Baker and Taylor that were intended for the per capita grant. The outstanding invoices are for books.

Presently there are printed pictures along the stairwell wall and vestibule. Nancy spoke about replacing these items with something else. Nancy will take care of making a change to the "artwork" present there and asked for input/recommendations from the Board.

A new ladder is needed. Brian Lesemann asked that Nancy gather prices for ladders and present them at the meeting in October. The storage shed located at 201 will need to be moved at some point per John Kachanuk's suggestion. Nancy suggested moving it to 213 on the cement slab located there.

Staffing/ Personnel

A motion was made by Marty Balbinot and seconded by Mark McGrew to remove sick and vacation time for any employee not covered by IMRF (Illinois Municipal Retirement Fund). Motion passed by roll call vote. Any accrued time must be used by the end of fiscal year 2017 (June 30, 2017).

A motion was made by Marty Balbinot and seconded by Mark McGrew to accept the newly developed evaluation form. Motion passed by roll call vote. This form will be used with all Library staff.

Job Descriptions

The weekly hours for the Library Director is listed as 42, not 40 within the job description. Nancy Glick stated that the position has always been 42 hours. A motion was made by Brian Lesemann and seconded by Stephanie Howerter to reduce the Library Director's hours from 42 to 40 per week. Motion passed by roll call vote.

The review of all job descriptions was tabled until a later date.

Unfinished Business

The Personnel Manual is currently in progress and should be reviewable in the near future. The Knox Box has been delivered and can be placed wherever we choose.

New Business

Dave Fletcher has a painting that was completed by a local artist. It is approximately 38" x 24" and the subject matter is a river scene. Nancy will provide the gift policy at the October meeting. In the meantime, Brian Lesemann will contact Dave Fletcher about the painting.

A motion was made by Marty Balbinot and seconded by Cathy Toncray to leave the minutes of the closed session closed. Motion passed by roll call vote.

Marty Balbinot stated that she has received good information from booksellers and that she does not want to tie the hands of the library staff. A line item budget will be set-up in the future.

Mark McGrew asked why we charge a rental fee to patrons since they already pay the library through taxes. Brian Lesemann charged the Library staff with developing a procedure for no charge for rentals. A question regarding the shelf cards was also raised. The shelf cards are being gradually eliminated and the process is being reviewed. Nancy Glick stated that two additional bar code readers are needed and these would help make processes easier. They are approximately \$250 each.

A motion was made by Brian Lesemann and seconded by Marty Balbinot to allow the Havana Public Library District to purchase two additional bar code scanners at the cost of \$500. Motion passed upon roll call vote.

There was a question regarding the future kitchen at 213. Nancy Glick stated that the original intent was to have a full kitchen at the location. The discussion was tabled until a further inspection can be conducted at the building.

The attorney for the Library stated that the Committees should be disbanded. A decision was made to suspend any committees until further notice.

Mark McGrew asked about incomplete book records in the RAILS system. Karen is working on this project; 1,600 items in total. Mark stated that RSA/RAILS would assist with the removing of weeded items from the system. Nancy Glick will look into the possible assistance from the groups.

Nancy Glick will also investigate grants through Dollar General.

The satellite center in Bath is currently open on Mondays from 3:00 – 7:00. Brian Lesemann suggested that the Bath satellite center be open in the future the same hours as the village office, which are 2:00 – 5:00 on Tuesday and Friday. Beginning September 17, additional hours on Saturday of 10:00 – 2:00 will be available. There will be a search for volunteers to cover the additional days in the future.

Closed Session

A motion was made Stephanie Howerter at 5:58 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Jan Hurley. Motion passed by roll call vote.

7:32 PM a motion was made by Stephanie Howerter and seconded by Cathy Toncray to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 7:35 PM.

Respectfully submitted,

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

Stephanie Howerter, Secretary