

Havana Public Library District Board Meeting

November 10, 2016

The meeting was called to order at 4:39 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 Vanessa Hall-Bennett and Nancy Glick.

President's Report

Chapter 6 [Access] was reviewed from the Trustee Facts File. President Lesemann elected Vanessa Hall-Bennett as election clerk for the Havana Public Library.

Secretary's Report

The minutes of the October 13, 2016 meeting were reviewed. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve the October 13, 2016 minutes as presented. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

A follow-up letter concerning the Illini Central annexation was received. There will be no effect to the Havana Public Library District and contact was made with Phil Lenzini regarding the matter.

Diane Stelter submitted a letter with her intent to retire from the Library as of January 1, 2017.

Treasurer's Report

A report from July 1 – September 20, 2016 was presented. Marty Balbinot stated the Library will need to be mindful in terms of expenditures, especially in regards to the salary line item. Marty and Vanessa Hall-Bennett will meet to review the normal monthly staff hours and to think of recommendations.

A motion was made by Stephanie Howerter and seconded by Brian Lesemann to accept the Treasurer's report. Motion passed by roll call vote.

Librarian's Report

Librarian Vanessa Hall-Bennett attended a RSA meeting on November 3 and met with Martha Troxell on November 7. The Retention Schedule for Expired Patron Cards was presented. Vanessa will be instituting a fine cap for patrons. The Board discussed the question that is part of the Per Capita Grant. Vanessa also expressed concerns about completing the past portion of the grant. The Per Capita Grant money was not spent fully on the items detailed with the grant request. The Financial Report will be filed in December 2016. Nancy Glick has been working with Mandy Wheeler to complete the report. It was determined to discontinue the Benefits Access program at the Library. The Secretary of State's office will be notified of the change. Vanessa will receive election training on November 14. The new director transition has been a slow process. An archive policy will be created and then an organization of physical items will begin. Vanessa's name has been added to the Library's website and an additional statement to call the Library for appointments for genealogical matters.

Fred Schlipf sent two possible dates for meeting with the Board and Library staff. Board members will meet with Mr. Schlipf the morning of December 14 and the staff in the afternoon.

Airserv/HRI worked on the boilers October 26. Marty Balbinot has the bill for services. Astoria Plumbing worked on plumbing issues on October 19. Marty has the bill for services. November 4 was a work day and a lot was accomplished. The Library deaccessioned approximately 1200 items and accessioned 127 new items. 38 boxes have been sent to Better World Books. A new discard procedure is in place and 507 items have been discarded. The RSA's discard method is being utilized for this process. Family Reading Night is scheduled for November 17 at New Central School. The Library was awarded \$1,300 for the purchase of 2 laptops and 1 Chrome book from the Oktoberfest Committee.

Interviews are being conducted for the Bath Clerk position. There were eight applicants. Four interviews have been scheduled with the hopes of scheduling two more.

Staffing/ Personnel

No report

Job Descriptions

No report

Personnel Manual

No report

Unfinished Business

A 10-foot fiberglass ladder is roughly \$170 at LaCrosse Lumber. The ladder will be purchased by a friend of the Library. The Knox Box will be installed in the near future.

New Business

Vanessa Hall-Bennett presented two new Library policies; (1) Disruptive Patron Policy and (2) Unattended Child Policy. A motion was made by Mark McGrew and seconded by Stephanie Howerter to adopt the Disruptive Patron and Unattended Child Policies. Motion passed by roll call vote.

A motion was made by Brian Lesemann and seconded by Stephanie Howerter to change the official Library Board Meeting time to 4:30PM effective December 1, 2016. Motion passed by roll call vote.

Marty Balbinot and Stephanie Howerter asked for authorization to pay the bills before the monthly Board meetings. A motion was made by Cathy Toncray and seconded by Mark McGrew to give standing approval to Marty Balbinot, Stephanie Howerter, and Vanessa Hall-Bennett to review and pay the bills as received. Motion passed by roll call vote. A list of Bills Payable will still be presented at the monthly Board meetings.

John Heitzman, from San Jose, has been working on the mold issue at 213. He determined there is no mold in the walls. Mold was found on the joists in the crawl space. There was no vapor barrier between the ground and the joists. He estimated a cost of \$1,300 to kill the algae, install a vapor barrier, sterilize the walls, and check the HVAC unit and filters. He recommends a dehumidifier for 213 once all of the work has been completed. Jewel Bucy from the City will also look at options for venting the crawl space.

The phone lines at the Library are in need of an upgrade. Vanessa Hall-Bennett received a cost estimate for the upgrade: \$32.59 per line (4 x \$32.59 = \$130.36); \$8.95 per line for long distance, or pay \$0.12 per minute; and no fee for service for the changes. A motion was made by Mark McGrew and seconded by Marty Balbinot to proceed with the changes and estimated cost once a written confirmation has been received from CenturyLink. Motion passed by roll call vote.

The Library will be closed on December 24 and December 26 for the Christmas holiday and December 31 for the New Year's holiday.

A practice had been in place that would allow Library employees to make-up hours missed during the work week. This will practice will not be followed in the future.

Marty Balbinot has been in contact with a possible IT person. The person was recommended by the IT faculty at Spoon River College.

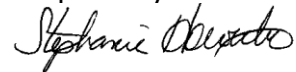
Closed Session

A motion was made Mark McGrew at 6:25 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Cathy Toncray. Motion passed by roll call vote.

7:47 PM a motion was made by Stephanie Howerter and seconded by Mark McGrew to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 7:47 PM.

Respectfully submitted,



Stephanie Howerter, Secretary