

Havana Public Library District Board Meeting

December 8, 2016

The meeting was called to order at 4:32 PM by Vice-President Mark McGrew. Members present were Jan Hurley, Stephanie Howerter, Marty Balbinot, Cathy Toncray, and Brian Lesemann. Also present was Librarian Vanessa Hall-Bennett and Mary Layton.

President's Report

No report

Secretary's Report

The minutes of the November 10, 2016 meeting were reviewed. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the November 10, 2016 minutes as presented. Motion passed by roll call vote.

Correspondence, Communications, Public Comment

No correspondence, communications or public comment

Treasurer's Report

Marty Balbinot presented the November 2016 treasurer's report. Marty reported there is roughly \$125,000 remaining within the 2017 fiscal year budget. Vanessa Hall-Bennett reported that Jessica Hughes and Ellen Mibbs are putting together an analysis of the programs they present throughout the year.

A motion was made by Stephanie Howerter and seconded by Mark McGrew to accept the Treasurer's report and to approve the bills payable. Motion passed by roll call vote.

The Annual Financial Report completed by Mandy Wheeler was presented to the board. A motion was made by Stephanie Howerter and seconded by Marty Balbinot to accept the Annual Financial Report as prepared by Mandy Wheeler. Motion passed by roll call vote.

Librarian's Report

Librarian Vanessa Hall-Bennett reported that Luke has deleted expired patron cards per rules set in the Retention Schedule for Expired Patron Cards. Also, a fine cap of \$20 has been instituted. The tax levy was delivered to the Courthouse on December 5. Justin Malott, the new IT person, has been working to resolve issues at the Library. A reminder was made that election packets are due the week of December 12.

There are 239 books from McNaughton that the Library needs to pay for. Also, roughly \$300 worth of books were ruined due to a mold issue. The mold was created by a plant atop a bookcase that had been watered and thus causing spillage on to the books. All live plants will be removed from the Library to avoid any further issues. 387 books were discarded and 216 accessioned. Of the 216, most were books from Tech that had been unprocessed.

The Library will be switching from outdated PBX to regular lines with CenturyLink. New phones need to be ordered before we proceed.

There were 80 attendees at Family Reading Night held on November 17 at New Central School. The children's department will be relocated to the downstairs of the Library. Mormon missionaries have volunteered to assist.

There are concerns about the Benefits Access program due to the sensitive/personal information that is required for the program. A motion was made by Brian Lesemann and seconded by Marty Balbinot to no longer allow Benefits Access to be completed or assisted with completion by Havana Public Library District staff due to legal concerns and privacy concerns. Library will no longer assist with Benefits Access. A notice of the change will be created and posted at the Library.

Harley will be filling in for Jo while she is recovering from a recent surgery.

The sewer line at 213 has now been capped. The work is nearing completion and the HVAC will be cleaned before the work is completed. Saleable books are currently being stored at 213.

Tiffany Webster has been hired for the Bath Clerk position. The new hours and days at Bath are as follows: Tuesday, 3:00 – 5:00, Friday 3:00 – 6:00 and Saturday 10:00 – 2:00.

Staffing/ Personnel

No report

Job Descriptions

No report

Personnel Manual

Policy 5.2: Rest Break and Meal Break Period Policy and Section 10 – Absence/ Leave Policies were presented to the board. A motion was made by Marty Balbinot and seconded by Mark McGrew to approve Policy 5.2 and Section 10 as presented. (See Addendum)

Unfinished Business

New Business

Mark McGrew is interested in purchasing the vinyl panels at 213 and use them at his own residence. Marty Balbinot said a fee would be established for the panels for purchase and the panels will be removed once the weather permits. The Board was in favor of this arrangement and approved the purchase and removal of the panels when possible.

Justin Malott has been hired as the new IT person. The network is still unsecure at this time. Equipment will be purchased with Justin's input to make changes to the network and secure it.

The following 2017 dates will be established as closed dates for Library and the RSA: New Year's Day, President's Day, Good Friday and the following Saturday, Memorial Day, Fourth of July, Saturdays during June 1 – September 9, Columbus Day, Thanksgiving Day and the Friday and Saturday following, Christmas Day, New Year's Eve, and New Year's Day (2018).

The Library staff will be permitted two work days per month. This will allow the Library to be closed with notice to the public and allow the staff an opportunity to have dedicated days to complete projects within the Library.

An interest check in the amount of \$2,550 was received from the trust at Havana National Bank. The monies from the trust can be utilized for Library building maintenance. Currently, \$88,134 is in the trust.

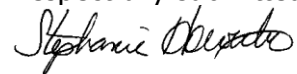
Closed Session

A motion was made Stephanie Howerter at 6:10 PM to go into closed session in accordance with 2(c)(1) and 2(c)(3). The motion was seconded by Brian Lesemann. Motion passed by roll call vote.

7:05 PM a motion was made by Marty Balbinot and seconded by Brian Lesemann to come out of closed session. Motion passed by roll call vote.

The meeting was adjourned by acclamation at 7:06 PM.

Respectfully submitted,



Stephanie Howerter, Secretary