

Havana Public Library District Board Meeting  
August 10, 2017

The Budget Public Hearing meeting was called to order at 4:30pm by Vice-President Mark McGrew. Members present were Jan Hurley, Cathy Toncray, Marty Balbinot, Mary Layton and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Jane Frazier.

**Tax Levy Review – Mr. Phil Lenzini**

Mr. Lenzini suggested that entries #17 and #20 be changed to the different amounts. #17 was suggested at an increase of \$5,500 making the total \$7,000 rather than \$1,500. #20 was also suggested at an increase of \$5,500 making the total \$7,000 rather than \$1,500. This would move the figures to the maximum expense without obligation to spend. A suggestion was also made by Mr. Lenzini to increase the Liability and Insurance from \$229,000 to \$239,000. This budgeted amount can be used for any bill related to liability/ insurance.

Marty Balbinot had a question regarding the IMRF shortfall of \$18,000. Mr. Lenzini stated the general fund can be paid back to meet the shortfall created. Vanessa Hall-Bennett had a question regarding the grant lines and the amounts listed. Mr. Lenzini stated the amounts can be whatever she wants as long as it balances out on the budget as a whole.

The Budget Public Hearing meeting was adjourned by acclamation at 4:55pm.

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The meeting was called to order at 4:56pm by Vice-President Mark McGrew. Members present were Jan Hurley, Cathy Toncray, Marty Balbinot, Mary Layton, Brian Lesemann and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Jane Frazier.

**President's Report**

No report. The Trustee's Fact File topic was tabled to the September 14, 2017 meeting.

**Secretary's Report**

The minutes of the July 13, 2017 meeting were reviewed. A motion was made by Mark McGrew and seconded by Marty Balbinot to approve the July 13, 2017 minutes. Motion passed by roll call vote.

**Correspondence, Communications, Public Comment**

No report.

**Treasurer's Report**

Marty Balbinot presented the July treasurer's report. The Library owes the IRS \$6,000. Ms. Balbinot will pay the amount in full. She also reported that permission was given to order books within four categories. Library account balances are as follows; general fund, \$129,082.76; contingency fund, \$13,816.18; CD, \$1,566.31; and 2 CDs (Havana National Bank), \$5,000.

**Librarian's Report**

Vanessa Hall-Bennett reported the summer reading program was completed and a huge success. 1,109 people attended the children's programs (353 adults, 618 children, and 138 young adults). The inaugural adult summer reading program was also successful. 55 adults participated. Jessica Hughes is writing the end report for the Dollar General grant.

Vanessa continues to work on the IPLAR, which is due September 1, 2017. It is still unknown when Per Capita Grant payments will be received. Vanessa continues to work on the library files and to explore other donation options outside of Better World Books.

The new Google Chromebook, purchased from Oktoberfest grant funds, is up and running. Two other laptops need software loaded and then will be ready for use. Due to issues with Justin's schedule, the remaining computer and new scanner have not been set up. Vanessa has been investigating public computer reservation software and security software. She also attended an IT Security webinar.

The Library is in need of bookends. Warrenville Public Library and Zion-Benton Public Library have offered over 600 free bookends. Vanessa would need to travel to get them.

UIUC Professor and Library Consultant Fred Schlipf will be visiting the Library on September 14. He will spend the day looking at the Library, speaking with staff, and he will attend the monthly Board meeting. There is no obligation or cost with his visit.

Vanessa has been in contact with Brette Dorris, Ingram Representative. Through RAILS, the Library receives a 43% discount on all Ingram titles. This makes titles through Ingram \$1-\$2 less than Amazon. The majority of regular print books will be purchased from Ingram. Representatives from Centerpoint and Thorndike large print have also been contacted. Vanessa stated a culture shift in book ordering will be occurring at the Library. This will require work and forethought on the Library staff's part in regards to ordering.

A World Book representative visited the Library. A year's worth of World Book online, adult and children's versions, plus free e-books and timeline databases is \$595. Vanessa stated she believes this to a very good value, considering a set of World Book encyclopedia's costs over \$1,000. No contracts have been signed.

Luke Baker and Courtney Schappaugh have been working on the list of 'missing' and 'lost items'. There are 1,500 titles to find, delete or correct.

**201**  
1,700 passed through the Library's doors in July. Twenty-seven (27) new library cards were issued. 165 items were discarded and 70 accessioned. Vanessa stated she would like to push back the Library's birthday celebration/ re-opening until after Oktoberfest. Due to parking lot issues, "LIBRARY PARKING" signs will be purchased.

**213**  
Work continues in the Annex. Old materials and general refuse are being discarded. Metal bookcases from the Annex will be moved to the main Library. The Annex has been utilized for meetings. DCFS caseworkers and tutors have been using the space.

**Bath**  
67 patrons attended the Bath branch in July. A new MagicJack phone has been purchased and will be installed on the Bath laptop; this will cause a change in number at the Bath location.

**Staffing/ Personnel**  
CareerLink has not yet provided Vanessa with a copy of Courtney Schappaugh's new contract. Courtney only works on Fridays and her last day will be September 29, 2017.

**Job Descriptions**  
Vanessa has asked employees to provide her with written descriptions of their daily work. These will then be hybridized with job descriptions Vanessa has obtained from other libraries. The completed descriptions will be presented to the Board upon completion by Vanessa.

**Personnel Manual**  
No report

### **Unfinished Business**

The lack of lawn care needs addressed. Vanessa will let those responsible for the yard maintenance aware of the Board's wishes to have the grounds kept in a better state. Mark McGrew will speak to some people about assisting with landscaping/bulbs/plants.

### **New Business**

A motion was made by Mark McGrew and seconded by Marty Balbinot to approve Ordinance 17-04, the Budget and Appropriation Ordinance. Motion passed by roll call vote.

No action was taken on the .02% building maintenance tax.

The IPLAR is still in process and due September 1, 2017.

No action was taken on the potential memorial for Father Fedosuk.

The Trustee Information Certificate (75 ILCS 16/30-40) was presented, reviewed and signed.

The Annual Treasurer's Report (50 ILCS 305/1) is currently in process.

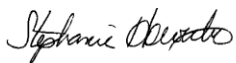
October 21, 2017 has been marked as the Havana Public Library District grand opening/ birthday celebration from 10:00am – 2:00pm.

A motion was made by Stephanie Howerter at 6:39pm to go into closed session in accordance with 2(c)(1). The motion was seconded by Jan Hurley. Motion passed by roll call vote.

6:56pm a motion was made by Stephanie Howerter and seconded by Cathy Toncray to come out of closed session. Motion passed by roll call vote.

Meeting was adjourned by acclimation at 6:57pm.

Respectfully submitted,



Stephanie Howerter, Secretary