

## Havana Public Library District Board Meeting

August 9, 2018

The meeting was called to order at 5:37 PM by President Brian Lesemann. Members present were Mark McGrew, Jan Hurley, Mary Layton and Stephanie Howerter. Also present was Librarian Vanessa Hall-Bennett and Business Administrator Marty Balbinot.

### **President's Report**

No report

### **Secretary's Report**

The minutes of the July 12, 2018 meeting were reviewed. A motion was made by Mark McGrew and seconded by Jan Hurley to approve the July 12, 2018 minutes with the following corrections:

1. Under the Librarian's report, correct to "...reader *from* MPL to us..."
2. Under the Librarian's report, correct to "2,155 items circulated"
3. Under New Business; correct to "...approve *Building and Maintenance Ordinance* No 18-03, ..."
4. Under New Business; correct to "...tabled for Marty and *Mary* to ..."

Motion passed by roll call vote.

The minutes of the July 28, 2018 meeting were reviewed. A motion was made by Mark McGrew and seconded by Jan Hurley to approve the July 28, 2018 minutes as presented. Motion passed by roll call vote.

### **Correspondence, Communications, Public Comment**

No report

### **Treasurer's Report**

The July 2018 Treasurer's Report were reviewed. Business Administrator Marty Balbinot reported fiscal year 2018 concluded with an estimated \$36,500. The first installment of the real estate tax, in the amount of \$114,547.68, was received for 2018-2019. The general account funds will slowly be moved to the new Money Market Account at Havana National Bank. A motion was made by Mary Layton and seconded by Mark McGrew to approve the July 2018 report as presented. Motion passed by roll call vote.

### **Librarian's Report**

The 2018 Per Capita funds have been received. Ms. Hall-Bennett is researching databases to purchase with the monies. The Illinois State Library "Back to Books" grant is in full swing. 17 people have registered for the first book, The Joy Luck Club by Amy Tan.

The summer reading program ended July 31 and was a huge success. 72 programs here held, which were attended by 1,500 people.

Ms. Hall-Bennett stressed the importance of safety within the library and would like to see the downstairs locks changed in the near future. She also recommends quarterly Board tours of the facilities to keep the Board aware of the issues. She would also like locks placed on the garage doors to the staff may begin storing library items in the Library's portion of the garage.

IT 360 began their installation process on August 6. A new WIFI and network system is in place.

Ms. Hall-Bennett has researched library card vendors. Rainbow Library Cards offers 3,000 regular cards for \$678.

The Dollar General Grant paid for a projection screen.

The main library's July attendance statistics were as follows: 1,388 patrons, 259 staff/service/other; and 189 computer users.

Thirty-two (32) programs were held in July. Total attendance for programs was 573.

242 informational questions and 279 reference questions were asked. 21 in-depth tutorials were conducted and 2,247 items were circulated. 12 new library cards were issued.

215 items were discarded and 84 books and 15 magazines accessioned.

### **Unfinished Business**

None

### **New Business**

The meeting room policy was reviewed and discussed. The last bullet will be changed to "The organization assumes all responsibility for set-up, clean-up and damages." And the next to last sentence within the policy will be changed to "Patrons are subject to all Havana Public Library District policies." A motion was made by Mary Layton and seconded by Mark McGrew to approve the Meeting Room Policy with the changes presented. Motion passed by roll call vote.

A motion was made by Mark McGrew and seconded by Stephanie Howerter to approve Budget and Appropriations Ordinance No. 18-04 as presented. Motion passed by roll call vote.

A job description needs to be created for Business Administrator Marty Balbinot and the duties of the Board Treasurer need revised and included in the Bylaws. Treasurer Mary Layton and Business Administrator Marty Balbinot are working on the change. No action was taken.

The Volunteer Screening Process was tabled. Ms. Hall-Bennett is investigating a possible screening process.

The bond for the Treasurer and Business Administrator was tabled. Mark McGrew will contact Country Companies to get a quote. A \$130,000 bond is needed for the Board Treasurer.

Again, Ms. Hall-Bennett asked the Board to be aware of her concerns regarding building maintenance issues at the library.

Mark McGrew has spoken to some people about joining the future 501(c)(3) group for the library. Per Zach Bryant's request, the following people have been slated to serve on the Board of the 501(c)(3): President Mark McGrew, Vice-President Marty Balbinot, and Secretary Mary Layton. Mr. McGrew will be meeting with Zach Bryant again and will discuss the ongoing

fees/annual costs for a 501(c)(3). Ancel Glink, a law firm, could be contacted as well for questions and input for a 501(c)(3). No action was taken.

Employee Job Descriptions were reviewed and discussed. Ms. Hall-Bennett made the recommendation to modify two job descriptions with the addition of the Business Administrator position. The job descriptions effected are those for the Children's Services Coordinator/ Assistant Director and the Library Associate: User Services. The Children's Services Coordinator/Assistant Director description would remove Duty #5: Monitor circulation desk bookkeeping and the Library Associate: User Services description will remove Duty #5: Perform end of month bookkeeping, including making bank deposits. A motion was made by Mark McGrew and seconded by Brian Lesemann to amend the job descriptions for the Children's Services Coordinator/ Assistant Director and the Library Associate: User Services as presented. Motion passed by roll call vote.

The Public Bulletin Board and Non-Library Promotional Materials Policy was presented and reviewed. A motion was made by Stephanie Howerter and seconded by Jan Hurley to approve the Public Bulletin Board and Non-Library Promotional Materials Policy as presented. Motion passed by roll call vote.

Business Administrator Marty Balbinot and Librarian Vanessa Hall-Bennett have been reviewing the issue with employee payroll discrepancies. It was discovered the hourly rate provided by former Librarian Nancy Glick to the Board and Bonnett Accounting was from FY2017. The rate provided to the accounting office was before the pay increase approved for FY2017. Ms. Balbinot and Ms. Hall-Bennett will review the employee pay rates from 2015 and work their way to the current fiscal year to correct the issue. No action was taken.

A discussion was held on whom from the Board may need to run for election in 2019. Vanessa Hall-Bennett will contact the County Clerk's office to determine who, if anyone, will need to run during the 2019 election. No action was taken.

Board members Mark McGrew and Jan Hurley will meet on August 13, 2018 to review the minutes for the IPLAR. No action was taken.

### **Closed Session**

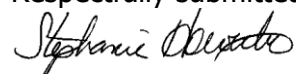
A motion was made by Stephanie Howerter at 7:00 PM to go into closed session in accordance with 2(c)(1). The motion was seconded by Mary Layton. Motion passed by roll call vote.

7:19 PM a motion was made by Mary Layton and seconded by Stephanie Howerter to come out of closed session. Motion passed by roll call vote.

### **Adjournment**

The meeting was adjourned by acclamation at 7:20 PM.

Respectfully submitted,



Stephanie Howerter, Secretary