

The Minutes of the  
Havana Public Library Board  
August 13, 2020

**Call to Order** – At 4:46 President Mark McGrew called the meeting to order

**Roll Call** - Those attending were Mark McGrew, Brian Lesemann, Mary Ellen Simpson, Jan Hurley, Librarian Vanessa Hall-Bennett.

**President's Report** – There was no president's report.

**Secretary's Report** – The minutes from the regular July 9 meeting were reviewed with no additions or corrections. A motion was made by Jan to accept the minutes as presented, Mary seconded and passed.

**Correspondence, communications, and public comment** – There was no one from the public and no correspondence.

**Treasurer's Report** – The monthly budget report and review of bills payable July 2020 was presented. Mark said that the library received an \$80,000 tax check so we are solvent. Marty hopes to have a budget submitted at the next meeting for us to review. It was noted that for clearer book keeping Luke's rent was now listed as income. A motion was made by Brian, seconded by Mary Ellen and passed.

**Librarian's (Vanessa Hall-Bennett) report** – In addition to what Vanessa submitted in her report she added that curbside service is going very well. 196 people have been served and 152 (not counting July) crafts bags have been picked up. A good 90% of our customers have returned. Book clubs have been advertised on the facebook website and distributed with the craft bags. The book club will meet again on Sept. 4 on ZOOM.

**Unfinished Business** - none

*New Business:*

**Audit of the HPLD Board Minutes** - Mark and Jan volunteered to do this again.

**Reciprocal Borrower Fee** – The board is required to vote on what fees to charge for those who do not have a library card. This normally involves a mathematical formula however last years fee was \$92.86. Right now we have 0 non resident cards because the library district mimics that of the school district. A motion was made by Mary Ellen, seconded by Jan and passed to stick with the current mathematical formula.

**2021 Minimum Wage Increase & its Effect on Staff Wages** – This item was tabled till the next meeting. Mark suggested a 2% increase in January to talk about next meeting.

**World Book Online database renewal** – The cost is \$787. No motion was required but now the board is aware.

**Budget and Budget Hearing** – Because of the budget hearing the next meeting will start at 4:15.

**Tree Removal and Trimming** – Marty was reported to have a valid concern about the BIG tree next to the new annex. Vanessa said that Zach Richardson would be contacted for an estimate.

**Employee Travel Policy** – This has come from our attorney. After brief discussion Brian motioned to approve, Mary seconded and it was passed.

**Reader Zone** – This app was purchased for Summer Reading. Ellen and Jess would like to continue to use it to encourage reading with the kindergarten program. It would cost \$30 a month. Mark said if

they think it is a good idea we should continue to use it.

Vanessa reported the policy change that materials received are now in quarantine for 5 days.

**Public Comment** - none (none were added by the board as well.)

**Adjournment** - Brian motioned to adjourn, Mary seconded and it was passed.