

Havana Public Library
Board Meeting Minutes
Friday, June 26, 2020
4:45PM

Call to Order – President Mark McGrew called the meeting to order at 4:50 PM.

Roll Call – Those in attendance were Mark McGrew, Cathy Toncray, Jan Hurley, Brian Lesemann, Mary Ellen Simpson, Mary Layton, Vanessa Hall-Bennett, Marty Balbinot, and guest Ellen Mibbs.

Before new business Mark informed the board of the need to fund Havana Public Library District Foundation account at the National Bank. This action was authorized by the board at a previous meeting in the Fall.

New Business:

- a. *Building & Maintenance Tax Ordinance* – After discussion a motion was made by Jan to approve the ordinance which was seconded by Mary seconded and passed by the board.
- b. *Bi-annual Review of Closed Minutes* – After discussion a motion was made by Brian to keep the Closed Minutes closed which was seconded by Jan and passed by the board.
- c. *Pandemic Policy for Employees* – This policy is a combination of two previous policies. After discussion a motion was made by Mary to approve the policy, seconded by Jan and was passed by the board.
- d. *Employee Health Questionnaire* – After discussion a motion was made by Brian to approve, seconded by Jan second and passed by the board.
- e. *Update to Disruptive Patron Policy* – After discussion a motion was made by Jan, seconded by Mary Ellen and passed by the board.
- f. *Update to Unattended Children's Policy* – Vanessa modified this policy for current circumstances. After discussion a motion was made by Jan to approve, second Mary Ellen and passed by the board.
- g. *Recall of Furloughed Employees* – Vanessa informed the board that many libraries were either open or providing access in some form to the public, and that we have the necessary supplies needed for curbside service. In order to be prepared to open for curbside service on the 14th of July she would need at minimum Jess, Ellen, Luke, Karen and the janitor on the 7th. Also, that RSA needed a weeks notice to restart delivery. Mark informed the board that costs for curbside would be a bit less, and that we will be starting a new fiscal year in July so money should not be a problem. Also, 15 hours would be cut from the normal schedule. * A motion was made by Jan to recall the staff (Jess, Ellen, Luke, Karen and the janitor) on July 7 to begin curbside service on the 14th, seconded Mary Ellen and passed by the board.
- h. *New Temporary Hours* – A motion was made to modify library hours to be open from 9 AM to 5 PM Tuesday through Saturday until further notice by Cathy, seconded by Jan and passed by the board.
- i. *IDHR Sexual Harassment Training as required under PA 101-221* – Vanessa informed the board that when employees return this training will be required by both staff and board and that a link will be provided for us to do so.

Public Comment – Ellen Mibbs had no comment at this time but she thanked the board for their plans to recall the staff. She also informed the board that she is returning to health.

Adjournment – A motion to adjourn by made by Jan, seconded by Brian and passed by the board.