

Havana Public Library District Board of Trustees Meeting
MINUTES - Thursday, October 14, 2021
Library Annex, 118 S. Plum
4:45 p.m.

- I. Call to Order - Mark McGrew called the meeting to order at 4:45 p.m.
- II. Roll Call - Mark McGrew, Mary Layton, Mary Ellen Simpson, Jan Hurley, Vanessa Hall-Bennett & Amanda Zueck; Stephanie Howerter is absent for a family matter, Marty Balbinot is ill.
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, September 29, 2021 - Jan motions to approve, Mary Ellen seconds, passed unanimously.
- V. Correspondence, communications, and public comment - None
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable September 2021 - not in color to show which has cleared. Check for \$350 for Ansel Glick still needs to clear. Mary Ellen motions to approve payment, Amanda seconds, passed unanimously.
- VII. Librarian's (Vanessa Hall-Bennett) report
 - Drove to Viola to get a new book drop after the door fell off in her hand, we are to be billed for her mileage for the trip. She will send a thank you and \$50 donation. Zach Richardson estimated that trimming the tree that is in the utilities at \$100, this is very reasonable.
- VIII. Unfinished Business - None
- IX. New Business
 - a. Estimate of Property Tax - \$297,969.00 is the estimate by Mark.
 - b. Library Closing Schedule and Holidays - add Monday July 4th & Saturday December 31st; Amanda moves to pass schedule with noted changes, Mary Ellen seconds, passed unanimously.
 - c. Tax Levy Ordinance – Mary Layton moves to pass, Jan seconds, passed unanimously.
 - d. Technology Plan - Amanda moves to pass, Jan seconds, passed unanimously.
 - e. Disaster & Recovery Plan - tabled for next month because there have been too many other items to prepare.
- X. Public Comment - None
- XI. Adjournment - Mary Layton moves to pass, Jan seconds, passed unanimously at 5:13 p.m.