

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, March 17, 2022 at 4:45 p.m.
Library Annex at 118 S. Plum**

MINUTES

I. Call to Order – Mark McGrew Called meeting to order at 4:50 pm

II. Roll Call – Mary Layton, Mark McGrew, Marty Balbinot, Jan Hurley, Vanessa Hall-Bennett and Amanda Zueck.

III. President’s Report – None

IV. Secretary’s Report: Approval of minutes as received or corrected

a. Minutes from the regular meeting, February 10, 2022 – Mary Layton motions they be approved, Jan seconds, passed unanimously.

b. Minutes from the special meeting, February 24, 2022 – Amanda motions they be approved, Mary Layton Jan seconds, passed unanimously.

V. Correspondence, communications, and public comment – dealt with in new business.

VI. Treasurer’s Report

a. Monthly budget report and review of bills payable February 2022 – Jan motions for approval, Amanda seconds, passed unanimously.

VII. Librarian’s Report – need an electrician to fix light, waiting on a quote from Hernan’s for plumbing.

VIII. Unfinished Business - none

IX. New Business

a. Genealogical and Local History Collection Policy and Usage Registration Form – Amanda motions to approve, Jan seconds, passed unanimously.

b. Genealogical and Local History Collection Deed of Gift Agreement – Amanda motions to approve, Jan seconds, passed unanimously.

c. Cyberliability Insurance – chose to not adopt policy. Exclusion recognized.

d. Staff Resignation – Joanna the Janitor has resigned due to health problems and the staff is picking up the extra duties at this time.

e. Board Vacancy – There are several candidates that Vanessa is asking if they are interested. She will present a list at the next meeting.

X. Closed Session – Mary Layton motioned to enter closed session, Jan seconds, passed unanimously.

a. 5 ILCS 120/2(c)-The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

- Discussed and will vote on two items at the April Meeting.

Mary Layton motions to exit closed session, Jan seconds, passed unanimously.

XI. Adjournment – Amanda motions to adjourn, Jan seconds, passed unanimously.

Adjourned at 5:49 pm.