

## **Minutes of the Havana Public Library District Board of Trustees Regular Meeting**

**Thursday, July 14, 2022 at 4:00 p.m.**

Acting Secretary: Janis Hurley

Notes: Vanessa Hall-Bennett

- I. Call to Order: Meeting called to order at 4:03 p.m. by Mark McGrew
- II. Roll Call: President Mark McGrew, Vice-President Mary Ellen Simpson, Trustee Stephanie Howerter, Trustee Deanna Foutch, Library Director Vanessa Hall-Bennett
- III. President's Report: Mark has purchased tent awnings for future book sales. They were affordable and are returnable.
- IV. Secretary's Report: The minutes from the June 9<sup>th</sup> regular meeting and the June 23<sup>rd</sup> special meeting were reviewed. It was noted that Deanna Foutch's name was misspelled, as was Jane Frazier's. Stephanie motioned to approve the June 9<sup>th</sup> minutes as corrected and Mary Ellen seconded. Jan motioned to approve the June 23<sup>rd</sup> minutes as corrected and Deanna seconded. Both sets of minutes were unanimously approved with corrections.
- V. Correspondence, communications, and public comment: There was no correspondence. No members of the public were present.
- VI. Treasurer's Report: Treasurer Mary Layton was absent. However, Business Manager Marty Balbinot had provided the board with the necessary reports. The monthly budget report and review of bills payable June 2022 were reviewed. Stephanie motioned to approve the report and pay bills, Jan Hurley seconded, item passed unanimously.
- VII. Librarian's (Vanessa Hall-Bennett) report: Vanessa presented her monthly report, detailing the events, monthly statistics, and workflow of the library. Two additional plumbers have visited to give estimates for restoring full service to the blue restroom but neither have provided the actual estimates. There was a torrential storm July 8<sup>th</sup> that caused the library boiler room and bathroom to flood; the same storm felled half of a large shrub and blew water through the 1937 addition windows. On Sunday, July 9<sup>th</sup>, Vanessa cleaned and disinfected the flooded areas; Havana Carpet Cleaning professionally cleaned the downstairs carpet. Vanessa, with assistance from her father, cut up and disposed of the fallen shrub. Vanessa contacted Zach Richardson regarding the library gutters and the dead limbs on our Plum Street ash tree. Vanessa will be offsite at Director's University 2.0 August 2<sup>nd</sup>-4<sup>th</sup>.
- VIII. Unfinished Business: Neither plumber has provided an estimate for the bathroom and are not responding to phone calls. Mark and Deanna would like to schedule a walkthrough of the 118 apartment to assess needed repairs; Mark will speak with the tenant regarding this. A motor has been ordered to repair the tenant's beleaguered air conditioning unit; the same technician is looking for the correct heating element to repair the tenant's stove. Mark spoke with the library's lawyer at Ancel Glink regarding the tax levy; even if the library goes to referendum to increase its levy, it can only be increased to 6% (up from 4.9). Mark feels this is not worth pursuing at this time. Deanna and Mary Ellen are willing to volunteer at the Library Foundation book sale; several volunteer sources were briefly discussed (high school students, local churches). The library's lawn maintenance continues to be an ongoing issue. Christian Miller conducted a cleanup of neglected library landscaping and trimmed all the bushes.

- IX. New Business: Deanna Foutch was unanimously voted in as new Trustee at the start of the meeting. She signed the oath of office and was sworn in by Mark. Vanessa presented the new nonresident card fee of \$97.61; the library uses the Illinois State Library general mathematical formula to determine the nonresident fee. Deanna motioned to approve the fee, Mary Ellen seconded it, and it was passed unanimously. Vanessa presented the bill to renew World Book online; Mary Ellen motioned to approve the purchase, Stephanie seconded, and it was passed unanimously. Vanessa discussed the renewal of our HR Source membership and, since it was below her approved spending threshold, was told to proceed. The HPLD Bylaws were corrected for errors and to show the new meeting time; they were unanimously approved as amended, with Stephanie making the first motion and Jan the second. A draft of a Registered Sex Offender policy was reviewed; board members shared their suggestions and Vanessa will present a new draft at the next meeting. The Volunteer Policies discussion was tabled until Amanda could be present. Vanessa has emailed the necessary OMA/FOIA training to all board members and urged them to complete it and return the certificate to her. Vanessa suggested that, after the meeting, the board members visit 213 W Adams Annex and the Main Library Boiler Room.
- X. Public Comment: There was no public comment, as no members of the public were present.
- XI. Adjournment: Stephanie Howerter motioned to adjourn the meeting at 5:13 pm. Mark McGrew seconded the motion and it passed unanimously.