

**Havana Public Library District
Board of Trustees
Thursday, January 19, 2023
Board of Trustees Meeting at 4:00 p.m.
Library Annex, 118 S. Plum**

Minutes for Regular Board of Trustees Meeting

- I. Call to Order - Meeting called to order by Mark McGrew at 3:57 pm.
- II. Roll Call - Mark McGrew, Deanna Foutch, Stephanie Howerter, Mary Layton, Vanessa Hall-Bennett, Amanda Zueck; Members of the Public: Kate Hurley & John Lorek.
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, December 8, 2022 - Mary Layton motions to approve as written, Deanna seconds, passed unanimously.
- V. Correspondence, communications, and public comment
 - Birth to 3 program currently has no building and inquired about renting the Adams Street Annex, Vanessa was asked to inform them that the building is not fit for occupation.
John Lorek requested to use the Library Annex to hold a "How To File Income Taxes" class for High Schoolers and community members. He thinks he would limit the 2 hr class to approximately 20 individuals at a time and they would need to bring their own laptops. Due to current Saturday closures a preliminary date of Friday February 17th from 3-5pm was set and he was asked to see Front Desk Staff to complete the Meeting Room Policy & Application.
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable December 2022 - Amanda motions for report to be approved and bills paid as presented, Stephanie seconds, passed unanimously.
- VII. Librarian's (Vanessa Hall-Bennett) report
 - Next Monday Cass Comm is supposed to be installing fiber for the library.
Kurt Oldfield reminded Vanessa of the impending DECO grant deadline to reimburse bodies that lost tax monies due to coal power plant closures. The application appeared to be an application to apply and was submitted requesting the maximum amount.
- VIII. Unfinished Business

- a. Vacant Trustee Seat – Nominations, Appointment; Kate Hurley has been attending meetings and was Nominated for the current vacancy. Deanna motioned for Kate's appointment, Stephanie seconds, passed unanimously.
- b. Reports of Receipts & Disbursements - done and published as required.
- c. Ameren Incentive Program - complete, they said they are mailing a check.

IX. New Business

- a. Library Foundation - 2nd book sale made about \$200; working to be preparing for yard sale in May for sale on town sale weekend the first Saturday in June.
- b. County Jail Outreach - the general response from the listserv was that this is a bad idea for a number of reasons and regulations on content. They cannot have hard back and cannot return them via the mail. Vanessa has reached out to Paul Gann about the possibility of providing discards for the inmates.
- c. Per Capita Grant - due January 30th and is in progress.
- d. Insurance of Volunteers - Pat Cook said that volunteers are covered in the same way as patrons. He has also requested a meeting with the board which Mark will arrange.
- e. Library Maintenance and Improvements - Dave Daniels fixed the radiator covers - \$250 and Bathroom Door Knob - \$150; He said the porch would take \$4-5,000 and he will quote the screen door and shower in the apartment. Vanessa asked to get all the doors quoted with coordinating hardware since many are not secure and that was approved unanimously.
- f. Compensation of Specific Employees – Closed Session - Mary Layton motioned to move to closed session, Deanna seconds, passed unanimously.

X. Public Comment

XI. Closed Session

- a. 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees - Amanda motions to approve the Business Manager's suggested employee raise, Stephanie seconds, passed unanimously.

XII. Adjournment - Adjourned at 5:05 pm.