

**Havana Public Library District  
Board of Trustees  
Thursday, December 8, 2022  
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 – Mark McGrew called the meeting to order at 4:04pm
- II. Roll Call – Mark McGrew, Mary Layton, Deanna Foutch, Vanessa Hall-Bennett, Amanda Zueck, Mary Ellen Simpson; Kate Hurley, member of the public.
- III. President’s Report - Mortgage Due this month, Mark will discuss the rate with Havana National Bank and see what can be worked out.
- IV. Secretary’s Report: approval of minutes as received or corrected
  - a. Minutes from regular meeting, November 10, 2022 – Deanna motions to approve as written, Mary Ellen seconds, passed unanimously.
- V. Correspondence, communications, and public comment – Vanessa will send a thank you letter to Brenda and Vicki for the new pathway.
- VI. Treasurer’s Report
  - a. Monthly budget report and review of bills payable November 2022 – Amanda motions to approve and pay bills as presented, Deanna seconds, passed unanimously.
- VII. Librarian’s (Vanessa Hall-Bennett) report – November is a short month, heavily involved in the foundation book sale, Contacted Dave Daniels about various repairs in library buildings.
- VIII. Unfinished Business
  - a. a. Update on Landscaping/Sidewalks – Tabled until spring  
Zack Richardson wants to bid on demo of Adams Annex
  - b. Ameren Small Business Energy Pilot Program – came through and all new units are installed
  - c. Library Website/Streamline – kickoff call completed, launch in March?
  - d. Foundation Book Sale Update – 70ppl, \$370; Next Book Sale on Dec 17<sup>th</sup> from 10a-2p, Marty put an ad in the paper.
- IX. New Business
  - a. Review of SERVING OUR PUBLIC 4.0 for Per Capita Grant
  - b. Second Annual Review of Closed Minutes – Mary Layton motions to keep the closed minutes closed, Deanna seconds, passed unanimously.
  - c. Vacant Trustee Seat – Nominations, Appointment - Tabled until January

- d. 2023 Elections Petition Schedule – M-F 10-6pm, Sat 10-2 & M 10-6pm
- e. 2023 Saturdays - Vanessa wants to trial closing Jan & Feb due to volume and staffing issues; Saturday is generally 7 adults who also come at other times of the week; Amanda motions to approve, Mary Ellen seconds, passed unanimously.
- f. Reports of Receipts & Disbursements – Marty is working on it for 22<sup>nd</sup> of December.
- g. Comptroller's Report - filed for extension to mid February.
- h. Ameren Incentive Program – Vanessa will attend 2023 seminar on Dec 14th
- i. Domain Name and emails for Library – hpldreads.org would be fine, cost is \$10-13/year, will do this after finding out more info re emails.
- j. Compensation of Specific Employees – Closed Session: Deanna motions to approve raise, Amanda seconds, passed unanimously. Gift Cards for Staff for Christmas, Vanessa will ask where they would like gift cards; Deanna motions for approval, Mary Ellen seconds, passed unanimously.

X. Public Comment - None

XI. Closed Session

- a. 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees  
Amanda motions to exit closed session, Deanna seconds, passed unanimously.

XII. Adjournment – Mark motions to Adjourn 4:51pm Amanda agrees with motion, Mary Layton seconds, passed unanimously.