

**Havana Public Library District  
Thursday, July 13, 2023  
Board of Trustees Meeting  
4:00 p.m. Library Annex  
118 S. Plum**

**Minutes for Regular Board of Trustees Meeting**

- I. Call to Order - Mark McGrew at 4:01pm
- II. Roll Call - Mark McGrew, Vanessa Hall Bennett, Amanda Zueck, Deanna Foutch, Rhonda Taylor Riley, Mary Ellen Simpson, Mary Layton, Kate Hurley
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
  - a. Minutes from regular meeting, June 8, 2023  
Rhonda motion to approve as written, Mary Ellen seconds; passed unanimously.
- V. Correspondence, communications, and public comment
- VI. Treasurer's Report
  - a. Monthly budget report and review of bills payable June 2023  
Rhonda motions to approve and pay as presented, Amanda seconds; passed unanimously.
- VI. Librarian's (Vanessa Hall-Bennett) reports
- VIII. Unfinished Business
  - a. The demolition of Adams Annex (estimate \$10,750)  
Currently on hold because the courthouse does not know when money will arrive, Vanessa will keep the board posted as she receives information.
- IX. New Business
  - a. Bookdrop materials incident  
Incident was reported to police, the phone number led nowhere, no repeats.
  - b. HB2789, the library mission statement, and the ALA bill of rights  
Board agrees these all look good and should be posted for patrons.
  - c. Non-resident cards - mathematical formula raised the \$97.67 up to \$100.86.  
Rhonda moves to continue using the general formula for 23-24 making the cost of non-resident card \$100.86; Kate seconds; passed unanimously.
  - d. Future library card drive  
School, Retirement community, Oktoberfest, and Farmer's market are all places that are planned for Library card Drives. (2027 is 125 yr Anniversary of HPLD)

- e. Future Book Sales and Storage - Running out of room in the basement, we also need to purge the current collection, Vanessa would like to rent 15yd dumpster for Fall, Amanda mentioned Free Cycle website as another means of removing material; The Library Foundation is hoping for Oktoberfest book sale in Annex; bring any other worthwhile items as well for the Library Foundation to sell and continue raising funds.
- f. Staff in-service  
Monday Aug 14th - Library will be closed for Staff In-Service Training: Narcan, Fire, Cybersecurity, RSA, Sexual Harassment & Bloodborne Pathogen, CPR/First Aid, Vanessa is also looking for DEI training as well. Employees will get lunch and snacks provided as it is a full day of training.
- g. ILA conference  
Dates: Oct 23-26; \$300 for conference; \$275 single day; Trustee is \$250  
The conference will be in Springfield this year. Vanessa will be attending, it was discussed that many networking and informational opportunities exist after hours and it would be wise to have her stay in town to spend more time with attendees. Trustees are able to attend if they wish for a reduced fee.  
Rhonda motions to pay for Vanessa's conference, hotel and expenses; Amanda seconds; passed unanimously.
- h. Mason Hospital Auxiliary/Oktoberfest  
The Auxiliary wanted to use for Annex for cake storage but since we are anticipating that the Library Foundation will be having a book sale there will not be enough room to do both.
- i. Building/Grounds Concerns - Deanna brought up that quarterly touring of the grounds would be advantageous to addressing care and maintenance of the property and make handling of concerns more timely and likely less costly. All agree quarterly tours would be good. They will start after the September meeting.

X. Public Comment - None

XI. Adjournment - Rhonda motions for adjournment, Kate seconds; passed unanimously. Adjourned 5:11 pm