

**Havana Public Library District
Thursday, September 14, 2023**

**Budget and Appropriations Hearing
3:30 p.m. Library Annex
118 S. Plum**

Minutes for Budget and Appropriations Hearing

- I. Call to Order - Called to order by Mark McGrew at 3:32 p.m.
- II. Roll Call - Mark McGrew, Mary Ellen Simpson, Mary Layton, Kate Hurley, Vanessa Hall Bennett, Deanna Foutch, Amanda Zueck
- III. Budget and Appropriations Ordinance 2023-03, FY 23-24
- IV. Public Comment - None
- V. Adjournment -
Amanda motions for adjournment, Mary Layton seconds, passed unanimously.
Adjourned at 4:02pm

**Board of Trustees Meeting
4:00 p.m. Library Annex
118 S. Plum**

Minutes for Regular Board of Trustees Meeting

- I. Call to Order by Mark McGrew at 4:02 p.m.
- II. Roll Call - Mark McGrew, Mary Ellen Simpson, Mary Layton, Kate Hurley, Vanessa Hall Bennett, Deanna Foutch, Amanda Zueck
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, August 10, 2023
Deanna motions to approve as written, Mary Ellen seconds, passed unanimously.
- V. Correspondence, communications, and public comment - none
- VI. Treasurer's Report

- a. Monthly budget report and review of bills payable August 2023
Amanda motions to pay the bills as presented, Mary Ellen seconds, passed unanimously.
- VI. Librarian's (Vanessa Hall-Bennett) report
Summer Brown said County's Grant was approved and is on to the next process with the Agency's Grant Management Unit.
Working on Decennial Report, IPLAR was turned in
- VIII. Unfinished Business
 - a. Oktoberfest Book Sale - \$153.05 was raised by the Foundation
- IX. New Business
 - a. Plum annex appliances - No rentals in September, due to books, Girl Scouts would like to use the annex and do cooking things. Cooking is a liability and staffing issue that we unfortunately do not have capacity for at this time and we will address policy changes at the next meeting.
 - b. Future Book Sales (use of library annex) - Good numbers last year at Christmas Parade sale, will do again (11/25), the following Friday (12/1) 1-6 during library hours w holiday programming and that following Saturday (12/2) 10-4 as well.
 - c. Microfilm Grant - Vanessa attended an info webinar. Lots of work to apply, may not get this year but will be ongoing, one title at a time. To apply you must: Enumerate # reels and # issues missing. Microfilm is a mess, out of order, some bad copies, many missing prior to 1907. Getting apps from all over the state, starting w counties w no digitization and mason county already rep by mason city, only doing 100k pages this year. Microfilm is \$175/Reel would be over 200k to do our collection. Preparing for this grant will have the prep work ready for future years and is illuminating lots of wild local info and providing a good catalog of what we have and what condition it is in.
 - d. Building and Maintenance Ordinance 2023-02 -
Amanda motions to approve, Mary Ellen seconds, passed unanimously.
 - e. Budget & Appropriation Ordinance 2023-03 FY 23-24 -
Deanna motions to approve, Amanda seconds, passed unanimously.
- X. Public Comment - next meeting is decennial draft review
- XI. Adjournment - Amanda motions for adjournment, Mary Layton seconds, passed unanimously. Adjourned at 4:52 p.m.