

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, August 11, 2022, at 4:00 p.m.
Library Annex at 118 S. Plum**

- I. **Call to Order** – Mark McGrew called the meeting to order at 4:03 p.m.
- II. **Roll Call** – Trustee’s Mary Layton, Mark McGrew, Jan Hurley, Mary Ellen Simpson, and Deanna Foutch. Guest Jane Frazier
- III. **President’s Report** – None
- IV. **Secretary’s Report:** Approval of minutes as received or corrected
 - a. Minutes from the regular meeting, July 14, 2022- Deanna Foutch made a motion to approve the minutes by adding Jan Hurley to the roll call and add the adjournment time of 5:13 p.m., seconded by Jan Hurley, passed unanimously.
- V. **Correspondence, communications, and public comment** – None
- VI. **Treasurer’s Report**
 - a. Monthly budget report and review of bills payable in July 2022 – Mary Ellen Simpson made a motion to approve, seconded by Jan Hurley, passed unanimously.
- VII. **Librarian’s Report** – See Vanessa’s written report
- VIII. **Unfinished Business**
 - a. Plumbing for cold water to blue restroom, still waiting for plumbing bid.
 - b. We are waiting on compressor to be installed at rental property and stove is still not working. Bathroom shower needs to be fixed.
 - c. Lawn maintenance – no problems reported.
 - d. Registered Sex Offender Policy-Tabled to September
 - e. Volunteers/Volunteer Forms-Tabled to September
 - f. Library Foundation/Library Foundation Book Sale will be rescheduled to a later date.
- IX. **New Business** –
 - a. Library Building Maintenance
 - i. We need to find a maintenance man to use on a regular basis that has availability.

- ii. Need Vanessa to get an estimate for tuck pointing. Suggested Steve Haare or Todd Stephens.
- b. Gutters/Gutter Guards have been cleansed.
- c. Tree Trimming
 - i. Tabled trimming tree on Plum street for more information. Need Vanessa to call city hall to see if they will remove the tree on Plum street that needs cut down.
- d. Adam Street Annex
 - i. Compromised periodicals have been removed. Items remaining include metal library shelving, heavy furniture, Mason County Genealogical and Historical Society materials and several bins of damaged books.
- e. Plum Street Annex Apartment
 - i.
- f. Budget and Appropriations meeting
 - i. Will postpone September meeting to September 15th. Budget hearing at 4:00 p.m. and regular meeting at 4:30 p.m.
- g. Secretary's Audit of Minutes for IPLAR
 - 1. Jan Hurley and Mark McGrew will review minutes

X. **Public Comment** – None

XI. **Adjournment** – Jan Hurley made a motion to adjourn, Seconded by Mark McGrew, passed unanimously. Adjourned at 4:31 p.m.

Mary Layton
Acting Secretary