

Havana Public Library Board (Draft)
Thurs. Feb. 13, 2020

The meeting began at 4:58 with all members present including Library Director Vanessa Hall-Bennett and Business Administrator Marty Balbinot.

President's Report - none

Public Comment - none

Secretary's Report – A motion was made by Stephanie Howerter and seconded by Mary Layton to approve the minutes as presented.

Correspondence and communications – Vanessa reported that representatives of the 2020 Census requested to use the library annex for training. The problem is their training sessions would not be open to the public conflicting with library policy. After discussion by the board it was suggested that they contact the city center as we can not hold events that are not open to the public.

Point of information – Vanessa informed the board that Karen Elliot has a problem with her computer due to a software conflict. The purpose of informing to board was that although she is working on a possible solution she may need additional training to ultimately fix the problem.

Treasurer's Report - Marty informed the board that the VFW has not cashed their check and Vanessa said she would have Jessica call them. Jan asked if we had a notary in the library, and Marty said she had just renewed her license for 4 more years. The board thought that we should make that public knowledge. A motion was made by Stephanie and seconded by Mary Ellen to approve the treasurer's report, motion passed.

Library Directors Report

a. General:

- 10 people attended the January book group, *Circe*.
- 15 people are signed up for February's book, *Manhunt*.
- Vanessa is currently drafting an article for promoting the Census, to be published in the February 26th paper. Census mailers go out mid-March; April 1st is Census Day. We are currently brainstorming programming to promote it.
- New Central Elementary contacted Vanessa regarding historical photos of the former elementary schools. She will be providing them with scans from our archives.

b. 201

- Main Library Statistics: 1201 patrons, 168 staff/service/other; 248 computer users.
- 303 informational questions and 334 reference questions were answered. We conducted 5 in-depth tutorials. 2131 items were circulated.
- We issued 30 new library cards in the month of January.
- 19 programs took place in January. Total attendance: 117 adults, 17 young adults, and 242 children.
- Monthly discards: 197 items
- Accession Count: 153 books, 2 magazines.

c. 213: (no action)

d. Plum Street (We continue to hold a majority of our programs at the Plum Street Annex.)

Unfinished Business – The board was informed that the Land Survey for the library's property could cost anywhere from \$1500-2000. After discussion a motion was made by Mary Ellen and seconded by Cathy to hire Joseph Tate to survey the property. Motion passed.

New Business

- a. The board was informed by Pres. Mark McGrew that a bank account will be opened next week for the 501(c)3 “Friends of the Library.” He also informed the board that it had a tax ID#.
- b. Vanessa informed the board that the Annual Financial Report for State Comptroller had been completed and filed online. As required a 3/5 majority of the board needed to pass it and then signed by the official records keeper. A motion was made by Stephanie then seconded by Mary Ellen to do so. The motion was then passed.
- c. Vanessa reported that a facebook account “Havana Today” hosted an extended discussion as to why the library was not handicap accessible. Marty explained concerning this online discussion that many of the people raising the issue did not live in Havana or come to the library. However, in this online discussion the library was defended by a very understanding patron.
- d. Statements of Economic Interest – Members of the board were given statements to fill out and return to Vanessa.

Closed Session – There was no motion to go into closed session.

Adjournment – A motion was made by Stephanie and then seconded by Cathy to adjourn. Motion passed.

Respectfully submitted,

Brian Lesemann – Secretary HPLB