

Havana Public Library District Board of Trustees  
Minutes of the March 12, 2020 meeting  
4:45PM; Havana Public Library Annex  
118 S. Plum

Call to Order – The meeting was called to order by president Mark McGrew at 4:48 pm.

Roll Call – Those in attendance were board members Mary Ellen Simpson, Mary Layton, Mark McGrew, Jan Hurley, Brian Lesemann, as well as Business Administrator Marty Balbinot and Library Director Vanessa Hall-Bennett.

President’s Report – Mark informed the board that we would be discussing closing due to the Corona virus later in the meeting.

Public Comment - There was no public comment.

Secretary’s Report - Minutes from the February 2020 meeting were approved but with the comment that Marty was to be credited for turning in the Annual Financial report. Mary made a motion to approve the minutes Cathy seconded the motion and it was unanimously passed.

Correspondence, communications, and public comment – An email newsletter from Ancil Glink informed the board that the Illinois Sustainable Investing Act affects a portion of the library's requirements in our investment policy.

Treasurer’s Report - Marty informed the board that although this month is light next month there will be more costs due to the library's insurance policy. After discussion the board thought that it may be time to look into insurance that is more library specific. Brian made the motion to approved the treasurer's report and pay the bills. Mary Ellen seconded the motion and it was unanimously passed.

Librarian’s (Vanessa Hall-Bennett) report:

General – Vanessa reported that 15 people were signed up for February's book “Manhunt” which was postponed due to illness. A makeup date is set for March 13<sup>th</sup>.

On Wednesday, March 4<sup>th</sup>, she gave a presentation to the Methodist Women's Club about the library and its history and future. A \$50 donation was presented to the library. Her next presentation would be on March 19<sup>th</sup> to the DAR at the Annex on preservation as well as on the 26<sup>th</sup> at the Lodge in Manito.

Petefish Skiles gave us a generous donation of \$750 in honor of their 150<sup>th</sup> anniversary.

On March 6<sup>th</sup>, Ellen, Jess, and Vanessa toured the Lewistown and Petersburg Public Libraries which was a very useful learning experience, allowing us to see how other Carnegie libraries have dealt with their space limitations. It also provided a networking experience. More on this visit would be discussed later in the meeting under “Accessibility Issues.”

Federal Census workers have been denied meeting space by ourselves, the City, and the Park District. Vanessa has reached out to them with two other options. In connection with this she is also drafting a promotional article and flyer for the Census Day on April 1.

The annual interlibrary loan survey/library certification is due on March 31<sup>st</sup>. It should be completed by next week.

Due to the current health concerns caused by the virus additional cleaning protocols have been implemented.

201 – Main Library attendance statistics: 922 patrons, 147 staff/service/other; 194 computer users.

297 informal questions and 293 reference questions were answered. We conducted 6 in-depth tutorials. 1546 items circulated.

We issued 15 new library cards in the month of February.

32 programs took place in February. Total attendance: 321 adults, 34 young adults, and 429 children.

Monthly discards: 17 items

Accession Count: 59 books, 1 magazine.

213 – no action

Plum Street – We continue to hold the majority of our programs at the Plum Street Annex.

#### Unfinished Business:

Land Survey – Due to the professional land survey we found out that the alley west of the library has been deeded to the city. Marty expressed her concerned about where our sewer lines were located and considering the challenges city hall has had with their sewer line. Marty volunteered to contact JULIE to locate them.

#### New Business:

501(c)(3) - Mark pointed out that as we now have the survey we can start looking for an architect.

Accessibility Issues - none

#### Building Maintenance:

Doors, Plaster – The board was informed that door lock on the furnace room door was frozen in the locked position. Also, the plaster in the tech services room is in need of repair since the shelves now removed make it visible. The board informed Vanessa she could make such decisions concerning such without informing the board.

Disaster Preparedness – There is a concern that books brought in from other areas may be contaminated. The state library director has warned us of this but no advise as to how to fix the problem. The staff has been given information from the CMS which talks about IL state response. The point is the staff has been informed and know it is a developing issue. We are changing the practice as we are wiping more surfaces down then usual. Doors, light switches, tables, chairs, computers etc. all soft toy and book surface have been dealt with. Mary Ellen suggested we leave a package of wipes next to the computers so patrons can also clean them. Vanessa also presented an emergency closing policy including updates for situations pertaining to the Corona virus. A motion was made by Cathy and seconded by Mary Ellen to adopt the “Emergency Closing Policy.” Motion was unanimously approved.

Census 2020 – There as been no progress but not due to Vanessa's lack of effort.

Closed session - none

Adjournment – Jan made the motion to adjourn which Cathy seconded. The motion passed unanimously.