

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, June 9, 2022 at 4:45 p.m.
Library Annex at 118 S. Plum**

MINUTES

- I. Call to Order – Meeting called to order at 4:46 p.m. by Mark McGrew.
- II. Roll Call – Mary Ellen Simpson, Mark McGrew, Mary Layton, Vanessa Hall-Bennett, Amanda Zueck, Stephanie Howerter will join when she arrive from work. 3 members of the public.
- III. President’s Report - None
- IV. Secretary’s Report: approval of minutes as received or corrected
- a. Minutes from regular meeting, May 12, 2022 ; Mary Ellen motions minutes be approved, Amanda seconds; passed unanimously.
- V. Correspondence, communications, and public comment
- Hernan’s was not able to get out but the owner called and said a rough estimate of \$2500. Vanessa will contact Spencer and Astoria Plumbing for additional estimates. RAILS has a CE grant for library employees, sent a message from Dunlap about a workshop on how to prevent burnout. Vanessa is requesting time after summer reading for a staff training/improvement day.
- VI. Treasurer’s Report – None, Marty is out ill.
- a. Monthly budget report and review of bills payable May 2022
We do not have the bills since Marty is out ill so this will be tabled for next meeting.
- VII. Librarian’s (Vanessa Hall-Bennett) report –465+ patrons in June so far and had 800+ in all of May. Summer is looking to be very busy and programs well attended.
- VIII. Unfinished Business - None
- IX. New Business
- a. Schedule of regular HPLD Board of Trustees meeting dates for upcoming fiscal year – Motion to move meeting time to 4:00 pm and use all the 2nd Thursdays and update by laws if needed by Stephanie, 2nd by Mary Ellen, passed unanimously.
 - b. Building and Maintenance Ordinance deadline – Need to set a special meeting since business manager is out ill, Set meeting for 6/23 at 4pm; all agree.

c. Havana Public Library District Personnel Manual Section 10: Leave – Amanda motions to change IMRF to full time; Mary 2nds; passes w 1 abstaining due to previous absence.

d. Library Holidays – Vanessa will call HR Source about how the Voting Day is to be handled and we will revisit at the next meeting.

e. Rental Property and Rental Income – Stove needs repaired, will look into it before raising the rent. Mark will present lease and repairs at next meeting.

f. 2023 Election – Jan Hurley – 6yr, does not want to run again, Stephanie - 6yr, but will not be running due to family schedules, Mary Ellen – 2yr unexpired term & Vacancy - 6yr

g. Trustee Vacancies and Potential Candidates – Dianna Fauch, former paramedic from Bath; Jo Woodard; Jane Fraiser – 2004 special staff cleaning up genealogy & circulation retired Dec 2015 then again Aug 2018 not interested in long term would fill vacancy until next election.

h. Tax Levy Information – None; Mark will contact lawyer

i. Library Foundation and Book Sale at Oktoberfest – staff can help preliminary sort but we can't ask staff to volunteer to set up and sale, Janis Hackman is considering joining the foundation. Will have library card applications at the booth but not process them live. Will need volunteers to set up Thursday and sell books. Need Social Media etc for foundation.

j. Resolution to deed surplus library property to Foundation – Amanda motions to pass resolution as written, 2nd by Mary Ellen, passed unanimously.

X. Public Comment - Jane pointed out a typo in the Leave document. It was acknowledged and noted that it was now irrelevant due to the changes passed earlier in the meeting.

XI. Adjournment – Stephanie motions to adjourn, Amanda 2nds, passed unanimously.

Adjourned at 5:47 p.m.