

Havana Public Library District Board of Trustees  
Board Meeting Minutes  
Thursday, February 11, 2021

**Call to Order**—President Mark McGrew called the meeting to order at 4:50.

**Roll Call**—Those in attendance were Jan, Mary Ellen, Mary, Mark, Stephanie, Brian, Business Manager Marty and librarian Vanessa.

**President's Report**-none

**Secretary's Report**-approval of minutes as received or corrected -

a. Minutes from regular meeting, January 14, 2021 –A motion was made by Mary Ellen to accept the minutes as corrected. It was seconded by Stephanie and passed.

**Correspondence, communications, and public comment**—ILA lawyers found that county health departments do have the authority to include libraries in the Covid vaccinations. Vanessa sent a letter to the local health department requesting that the library be included in the 1B vaccination schedule as other major Illinois libraries so that we may serve the public better. An email was received by Vanessa from the health department saying that “politics” should not be a part of deciding who should be eligible for vaccination. Mark informed the board that he is expecting correspondence concerning the management of our trust investments at the National Bank for a possible 5% annual fee. More information will follow.

**Treasurer's Report**-

a. Monthly budget report and review of bills payable January 2021 –A motion was made by Mary Ellen to pay the bills, seconded Brian and passed.

**Librarian's (Vanessa Hall-Bennett) report**—Vanessa informed the board that at the RAILS (Reaching Across Illinois Library Systems) meeting there was much discussion concerning vaccinations. She also informed the board that the per capita grant guidelines would continue to require a yearly review of grant requirements. She also informed the board that a situation is developing in RAILS which will affect some ability to conduct inter-library loans.

**Unfinished Business**-none

**Closed Session**-

a. 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees –Brian made a motion to enter closed session under 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees which was seconded by Stephanie and passed by the board.

After discussion a motion was made by Brian to conclude the closed session which was seconded by Mary Ellen and passed by the board.

**New Business**-

a. Review of Serving Our Public for 2021 Per Capita grant –The due date for this grant is March 15. Vanessa informed the board of limitations due to our particular circumstances and expectations outlined by the Per Capita Grant.

b. Revision of pandemic policy –The only revisions concern the first page. Hand sanitizer will be used in some cases instead of wearing gloves and work coats will not be worn when emptying the

book drop. Mary motioned to accept the policy changes which was seconded by Stephanie and passed by the board.

c. Library website –Vanessa is continuing to research the library website and how to meet accessible website standards.

d. Comptroller's report –not ready yet.

e. Reference policy -A motion was made by Stephanie to accept the policy as presented, Mary Ellen seconded and it was passed by the board.

f. Liability and Workmen's Comp Insurance Coverage and Carrier Selection –Cook and Kocher Brokers of Utica National represent many Illinois libraries providing them with insurance coverage. The bid received from them is lower than our current insurance policy and covers more.

After discussion a motion was made by Brian to approve the switch in insurance from Country Companies to Utica National. This was seconded by Mary Ellen and passed by the board. Mark will contact them about the insurance policy.

g. Employee Compensation –Following the closed session a motion was made by Brian that a 2% raise would be given to the hourly employees not covered by the mandated raise. Stephanie seconded this motion and it was passed by the board. A motion was also made Mary that this motion would be retroactive to January 1<sup>st</sup> this was then seconded by Stephanie and passed by the board.

h. EPSLA replacement/COVID leave policy –Brian motioned to table this till the next meeting which Stephanie seconded and it was passed by the board.

**Public Comment**–Mary informed the board that she has had 4 people ask her when the library would open again. Many of those raising the issue have pointed out that nearby libraries have opened. Vanessa listed CDC limitations to our opening again and informed the board that currently public browsing of the collection and the use of computers are the only services not being offered. Also, if those services were offered guidelines would limit the amount of time such services would be available. After discussion the point was made that we need to start planning ahead for when we can open and what changes from the norm will need to be made to make it possible. Vanessa intends to outline some of the basic challenges in reopening and send such information to members of the board.

**Adjournment**–At 6:25 PM Stephanie motioned to adjourn, which was seconded by Mary Ellen and passed by the board.