

**Havana Public Library District  
Board of Trustees Regular Meeting  
Thursday, May 9, 2024, at 4:00 p.m.  
Library Annex at 118 S. Plum**

- I. **Call to Order** – Mark McGrew called the meeting to order at 4:06 p.m.
- II. **Roll Call** – Trustee’s Mary Layton, Mark McGrew, Kate Hurley, and Mary Ellen Simpson, Business Administrator, Marty Balbinot and Library Director, Vanessa Hall-Bennett. Guest- None
- III. **President’s Report** – None
- IV. **Secretary’s Report:**
  - a. Mary Ellen Simpson made a motion to approve the April 11, 2024 minutes as printed, seconded by Kate Hurley, passed unanimously.
- V. **Correspondence, communications, and public comment** – None
- VI. **Treasurer’s Report**
  - a. Monthly budget report and review of bills payable for April 2024 were presented. Mary Ellen Simpson made a motion to approve, seconded by Kate Hurley, passed unanimously.
- VII. **Librarian’s Report** – See Vanessa’s written report
  - i. Set-up the new library website. The Streamline hosting platform is designed to meet ADA website requirements.
  - ii. Staff continues to plan the 2024 Summer Reading program.
  - iii. We will find out next week if we were granted the Dollar General Grant.
  - iv. Working on the Decennial Report.
  - v. The part time clerk position has been posted on website, Facebook, library doors and will appear in the Mason County Democrat.
  - vi. Statistics for April were reviewed.
- VIII. **Unfinished Business**
  - a. Adam Street demolition should be completed next week. Marty will contact Spoon River Blacktop for an estimate for blacktopping the space.
  - b. All repairs have been completed on the apartment and Mark is going to bring a proposed lease agreement to the June meeting reflecting an increase in rent by \$25.00 this year and \$25.00 in 2025. Rick Trimpe will coat the decks in the back and front before winter.

- IX. IT 360 replaced the router and that resolved the Internet speed issue.
- X. **New Business**
- a. Appointment of board secretary-tabled
  - b. Appointment of new trustee to serve remainder of A. Zueck's term-tabled
  - c. Regular Meeting dates for 2024-2025 were presented and Mary Ellen Simpson moved to approved as presented, seconded by Mary Layton, passed unanimously.
- XI. **Public Comment** – None
- XII. **Adjournment** – Mary Ellen Simpson made a motion to adjourn, seconded by Kate Hurley, passed unanimously. Adjourned at 4:47 p.m.

Mary Layton  
Acting Secretary