

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, January 13th 2022 at 4:45 p.m.
Library Annex at 118 S. Plum**

MINUTES

I. Call to Order – Called to order by Mark McGrew at 4:49pm

II. Roll Call - Mark McGrew, Mary Ellen Simpson, Mary Layton, Jan Hurley, Vanessa Hall Bennett , Stephanie Howerter, Marty Balbinot in person and Amanda Zueck via phone.

III. President's Report - None

IV. Secretary's Report: approval of minutes as received or corrected

a. Minutes from regular meeting, December 9, 2021 – Jan motions minutes be approved, Mary Ellen seconds, passed unanimously.

b. Minutes from special meeting, December 16, 2021 – Mary Layton motions minutes be approved, Jan seconds, passed unanimously.

V. Correspondence, communications, and public comment

VI. Treasurer's Report

a. Monthly budget report and review of bills payable December 2021 – Mary Ellen motions bills be paid & report be approved, Jan seconds, passed unanimously.

b. PPRT overpayment – 3650.47 vs 757.48 – Mary Layton motions that the overpayment be repaid immediately, Amanda seconds, passed unanimously.

VII. Librarian's (Vanessa Hall-Bennett) report

VIII. Unfinished Business - none

IX. New Business

a. Pandemic Policy – Stephanie motions the policy with changes to current guidelines be approved, Jan seconds, passed unanimously.

b. Emergency Closing Policy – reviewed and ok

c. Per Capita Grant - reviewed and ok

d. Annual Review of Investment Policy - reviewed and ok

e. Long Overdue Patron Issues – Vanessa would like to potential collections for patrons abusing fine free policy

X. Public Comment - none

XI. Adjournment – Stephanie motioned we adjourn at 5:44pm, Jan seconded. Passed unanimously.