

Havana Public Library District  
Board of Trustees Regular Meeting  
Thursday, February 10, 2022 at 4:45 p.m.  
Library Annex at 118 S. Plum

MINUTES

I. Call to Order – Meeting Called to order by Mark McGrew at 4:54pm

II. Roll Call – Mark McGrew, Marty Balbinot, Mary Layton, Mary Ellen Simpson, Jan Hurley, Vanessa Hall-Bennett, Amanda Zueck; Stephanie Howerter will arrive late from work.

III. President’s Report – Reviewed the budget and clarified the line items on the budget. Wants to look at cost cutting measures – including adjusting library hours to 10-6, estimates for taking down Adams annex, consider a raise in tax base if needed to take care of diminished funds from Vistra closing.

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

a. Minutes from regular meeting, January 13, 2022

– IL SOS responded to vacancy notification.

Motion to approve minutes by Mary Layton, seconded by Stephanie Howerter, passed unanimously.

V. Correspondence, communications, and public comment – New statement of Economic Interest forms were passed out and completed; No other correspondence.

VI. Treasurer’s Report

a. Monthly budget report and review of bills payable January 2021

-Amazon \$632 was from previous month, Watts copy bill for color copies is high and will be called to find out what the issue is and why it’s so high.

Motion to approve report and pay bills by Amanda, seconded by Mary Ellen, passed unanimously.

VII. Librarian’s (Vanessa Hall-Bennett) report – population decrease by about 10% per census, ALA gave a presentation about how to deal with challenges to books and materials, a policy was drafted to handle these concerns. Karen is retiring, and that will give all staff additional duties and that will be difficult as she worked 20 hours. Vanessa will ask RSA about getting Luke certified for copy cataloging and she will do the OCLC cataloging for now.

VIII. Unfinished Business - None

## IX. New Business

### *a. Youth Services Policy*

- Motion to approve as written by Mary Ellen, seconded by Amanda, passed unanimously.

### *b. Building Maintenance Document*

- motion to pass as updated Mary Layton, seconded by Stephanie Howerter, passed unanimously.

### *c. Per Capita Grant Approval*

- Motion to approve Stephanie, seconded by Mary Ellen, passed unanimously.

### *d. COVID policies*

- Governor will potentially remove indoor mask requirements on Feb 28<sup>th</sup>; will need to discuss changes at special meeting set for Thursday February 24<sup>th</sup> at 3pm at the Annex.

*e. Library Hours & Staffing Levels* – We have lost 4 staff since Vanessa became Director. We do not have funds to replace them. Luke is doing copy cataloging and Vanessa is doing OCLC cataloging (which is complicated and cannot have interruption). We will need to adjust hours for proper staffing and coverage. Motion to change hours to Weekdays 10-6 and Saturday 10-2 on February 28<sup>th</sup> by Amanda, seconded by Stephanie, passed unanimously.

*f. Materials Selection Policy Revision* – Mary Layton motions for approval as written, seconded by Amanda, passed unanimously.

*g. Complaint about Materials Form & Request for Consideration of Library Materials Form* – Amanda motions for approval as written , seconded by Mary Ellen, passed unanimously.

### *h. Nonresident Services Fee -*

Mary Layton motions we continue to participate using the standard mathematical formula set by the IL Board of Libraries, Amanda seconds, passed unanimously.

*i. Battery Storage Plant at Vistra Site* – no actual timelines have been given.

*j. Comptroller's Report Special Meeting* – set for Thursday 24<sup>th</sup> at 3pm at the Annex.

*k. Sick Leave Time Donation* – We appreciate the employee's interest in this option, however it is a very complicated tax matter that requires expensive legal resources and given the current shortage of fund due to the Vistra agreement the board does not find pursuing this to be fiscally responsible at this time.

*l. Feral Cat Shelters* – Havana City Animal Control has approached the library about placing a feral cat shelter behind the Adams Street Annex. The board has no objections and finds this is in Vanessa's perview.

## X. Public Comment - none

XI. Adjournment – Stephanie motions for adjournment, Mary Ellen seconds, passed unanimously.