

Havana Public Library District
Board of Trustees' Regular Meeting Minutes for Thursday, June 13, 2024 at 4:00 pm
Library Annex at 118 Plum Street

- Call to Order – Mary Ellen Simpson called the meeting to order at 4:02 pm.
- Roll Call- Trustees' Mary Layton, Kate Hurley, Rhonda Riley, New Trustee Roberta Little and Library Director Vanessa Hall-Bennett
- Appoint New Trustee- Mary Layton made the motion to approve Roberta Little as new Trustee, seconded by Kate Hurley, passed unanimously. Mary Ellen Simpson administers Oath of Office for new Trustee, Roberta Little.
- Presidents Report- None
- Secretary's Report: approval of minutes as received or corrected Minutes from regular meeting, May 9, 2024. Rhonda Riley made a motion to accept, Kate Hurley seconded, passed unanimously.
- Correspondence, Communications and Public Comment- Letter of resignation from Trustee Deanna Foutch. No other communications, no public comment.
- Treasurer's Report- Monthly budget report and review of bills payable May 2024. Review reduced spending. Rhonda Riley motioned, Mary Ellen Simpson seconded, passed unanimously.
- Librarian's Report (Vanessa Hall-Bennett) OCLC expenditure. Rhonda Riley motioned to accept report, Mary Ellen Simpson seconded, passed unanimously.
- Unfinished Business- Apartment Lease/rent was tabled. Clerk position reported as filled.
- New Business-
 - a. Annual Ordinance to Levy .02% Building and Maintenance Tax. #24-07 follow posting according to library requirements. Forms signed by Acting President Mary Ellen Simpson and Acting Secretary Rhonda Riley. Mary Layton motioned to accept, Rhonda Riley seconds, passes unanimously.
 - b. Appointment of Board Secretary. Rhonda Riley volunteers to be acting or temporary secretary. Mary Layton motions to accept, Roberta Little seconds, passes unanimously.
 - c. Appointment of OMA Officer- tabled.
 - d. Annual FOIA and OMA training. Vanessa Hall-Bennett is the FOIA Officer for HPL.
 - e. Youth Services Policy update- Youth section is a separated from adult content as best as possible with space constraints within the building. Rhonda Riley motioned to accept, Kate Hurley seconds, passes unanimously.
 - f. HR Source membership fee of \$300 annually. Rhonda Riley motions to accept, Mary Ellen Simpson seconds, passes unanimously.
 - g. Octoberfest Sponsorship. Continue with \$100 as last year. Rhonda Riley motions to accept, Kate Hurley seconds, passes unanimously.
 - h. Decennial Draft Meeting Date – tabled.
 - i. Amendment of error in 2024 Closing Dates. Rhonda Riley motioned to accept, Roberta Little seconds, passes unanimously.
 - j. Summer Reading Program attendance by both adults and children.

k. Dollar General Grant received. Board congratulated staff for the work done on the grant application.

l. Per Capita Grant

m. Mason County Energy Transition Grant – Vanessa Hall-Bennett read aloud the letter she submitted to the Mason County Board for the HPL to be given a grant. The Mason County Board are in the determination process.

n. Surfacing of Library Parking Areas. Vanessa Hall-Bennett has gathered one bid from Spoon River Blacktop and is in the process of garnering a 2nd bid.

o. Closed Session Minutes bi-annual review. Kate Hurley motions to keep closed, Rhonda Riley seconds, passes unanimously.

- Public Comment- none
- Adjournment – Kate Hurley motions to adjourn at 4:48 pm, Rhonda Riley seconds, passed unanimously