

**Havana Public Library District  
Thursday, February 15, 2024**

**Board of Trustees Meeting  
4:00 p.m. Library Annex  
118 S. Plum**

**Minutes for Regular Board of Trustees Meeting**

- I. Call to Order - Mark McGrew at 4:00pm
- II. Roll Call - Mark McGrew, Mary Ellen Simpson, Deanna Foutch, Rhonda Taylor-Riley, Vanessa Hall-Bennett, Amanda Zueck
- III. President's Report - none
- IV. Secretary's Report: approval of minutes as received or corrected
  - a. Minutes from regular meeting, January 11, 2024 Deanna motions to approve as written, Mary Ellen seconds, passes unanimously.
- V. Correspondence, communications, and public comment
- VI. Treasurer's Report
  - a. Monthly budget report and review of bills payable January 2024  
Mary Ellen motions to pay as presented, Rhonda seconds, passes unanimously.
- VII. Librarian's Report (Vanessa Hall-Bennett)

Dollar General grant was applied for for the Summer Reading Program citing more community options and adult programs this year as it has become increasingly more competitive; Mason County has grant money so E&G is being shut off next week to annex; lots of weeding in the stacks
- VIII. Unfinished Business
  - a. Ameren Energy Efficiency Grant - We would need to contribute \$2,000.00 to finish the project. We have signed the doc & returned to the contractor and returned to Ameren. Deanna motions to approve the \$2,000.00 for the Ameren lighting improvements, Amanda seconds, passes unanimously.
  - b. Adams St. Annex & Mason County Grant Funds - Colter Mason is aware of the progress, how things need to be paid/arranged to move forward was not made clear by Summer Brown. Vanessa will keep Colter in the loop so he is ready when the funds are made available.
- IX. New Business
  - a. Ace Incident - A semi truck blocked the entire access to the Plum Street Annex for over 4 hours, leaving our only ADA accessible area, Marty's office and Tenant's space inaccessible. Vanessa asked Ace to contact the driver and they

were unhelpful, so she knocked on the door of the truck and told the driver he had to move. The driver verbally assaulted Vanessa. After the verbal abuse from the delivery driver and lack of support from the Ace manager who took no responsibility for his store's part and tried to blame Vanessa for the confrontation we have decided to close the account until further notice.

Rhonda motions to draft a letter to close the account, Mary Ellen seconds, passes unanimously.

b. Apartment Lease/Annex Rent - Mark has brought to the board's attention that the rent on the apartment in the Annex has not changed since the mortgage has gone up and it's been over 5 years. He believes it should move to reflect the cost of the mortgage for the sake of fiscal responsibility.

The board agrees that an increase of \$25/month will occur AFTER all repairs are done AND a proper lease is in place signed by all parties in residence. **Repairs include:** Rotting Deck Steps, Broken Window, New Screen Door, Dead Bolt Installation; outlets that need checked/replaced; ceiling in kitchen needs checked/repared.

Another increase of \$25/month will occur in January 2025 provided all repairs have been completed.

Rhonda motions to have the rent increase \$25/mo upon completion of repairs and new lease signed by all parties in residence; Amanda seconds, passes unanimously.

c. Business Manager's Job Description - Tabled for when Mary Layton is here

d. RSA Independence Project: fees changes & new membership agreements - our fees will not change much but other peoples will drastically. There is not really another option for cataloging. This will have to happen.

X. Closed Session

a. 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees  
Amanda motions to enter closed session, Rhonda seconds, passes unanimously.

Rhonda motions to approve compensation discussed, Deanna seconds, passes unanimously.

XI. Public Comment - none

XII. Adjournment - 1715