

Havana Public Library District Board of Trustees
Board Meeting Agenda
Thursday, March 11, 2021

Call to Order – President Mark McGrew called the meeting to order at 4:52.

Roll Call – Those present were Mark, Mary, Mary Ellen, Jan, Kathy, Brian, Stephanie, Business Manager Marty and Director Vanessa. (no guests)

President’s Report - none

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

Minutes from regular meeting, February 11, 2021 – A motion was made by Kathy to approve the minutes with corrections, was seconded by Mary and passed.

Minutes from special meeting, February 22, 2021 – A motion was made by Mary Ellen to approve the minutes, seconded by Jan and passed.

Correspondence, communications, and public comment - none at the moment.

Treasurer’s Report -

a. Monthly budget report and review of bills payable February 2021 – A motion was made by Brian to approve the treasurer’s report and bills payable, was seconded by Kathy, and passed.

Librarian’s (Vanessa Hall-Bennett) report – Report was briefly explained.

Unfinished Business - none

New Business -

a. 2021 Per Capita Grant – A motion was made by Mary Ellen to approve, seconded by Mary, and passed.

b. Revision of pandemic policy – The alterations to the document were explained: “hourly” regular on page 2 and the removal of (no longer applicable terms) “FFCRA” and “HIPAA.” Following this explanation Mary motioned to approve the policy, it was seconded by Mary Ellen, and passed.

c. Mask policy – A motion to approve was made by Brian, seconded by Mary Ellen, and passed.

d. EPSLA replacement/COVID leave policy – A motion was made by Brian to approve, seconded by Stephanie, and passed.

e. Summer Reading Program – Letters were received from patrons regarding the Summer Reading Program which encouraged us to resume normal pre-COVID formats for the Summer Reading Program. Vanessa said that Summer Reading at this time will be limited to Program packets and outdoor programming. Also, the movie streaming service used by the library for youth programs has offered their streaming services for free for outdoor events.

f. Reopening the library to in-person patrons/Reopening plan – There was an extended discussion estimating the cost and numbers of masks. The target date at this time is the 29th of March to allow time for PR. A motion was made to approve the opening plan through phase 2 (with possible changes as needed) by Mary, seconded by Mary Ellen, and passed.

g. Recall of furloughed employees – Mary made a motion that when we change our hours and days and reopen to the public that the furloughed employees be recalled on the 29th of March, Mary

Ellen seconded, and the motion passed.

h. Library hours – Brian motioned that we resume Summer hours on the 29th, this was seconded by Mary, and passed.

Public Comment – none

Adjournment – Mary Ellen motioned for adjournment, this was seconded by Brian, and passed.