

Havana Public Library Board  
Meeting Minutes  
December 10, 2020  
4:45PM

**Call to Order** – President Mark McGrew called the meeting to order at 4:51 PM.

**Roll Call** - Those in attendance were Mark McGrew and Cathy Toncray attended at Annex and Brian Lesemann, Mary Ellen Simpson, Stephanie Howerter, Mary Layton, and Vanessa Hall-Bennett attended via Zoom.

**President's Report** - none

**Secretary's Report** – Mary Ellen made a motion to accept the minutes as presented for the regularly scheduled meeting held on November 12. It was seconded by Cathy and passed.

**Correspondence, communications, and public comment** – There were no members of the public attending nor was there any correspondence.

**Treasurer's Report** – A motion was made by Cathy to approve the treasurer's report and pay the bills which was seconded by Mary Ellen and passed.

**Librarian's (Vanessa Hall-Bennett) see report** –

General – RSA back log of 7,000 items. They will be offering OCLC training in July and Vanessa will be taking it and may send another staff member. Pushing back certification and per capita grant. Received new microfilm reader and it works great.

201 – no updates

213/118 – no updates

**Unfinished Business** - none

**New Business** – Cathy made a motion to keep closed session minutes closed which was seconded by Mary and passed. Reviewed chapter 1-4 of the Serving Our Public for 2021 Per Capita grant. Vanessa discussed the library's need to develop a long range/strategic plan and a standardized performance review system. She is developing a performance review system for staff, an orientation packet for board members, and a substitute administrator folder. There are 3 seats open for the 2021 election. Excepting petitions December 14<sup>th</sup> – December 21<sup>st</sup>. Current expirations terms are Mark, Brian, and Mary Ellen 4/2021. Mary 4/2025, Cathy, Jan, and Stephanie 4/2023. Open seat 4/2027. Report of Receipts and Disbursements due before December 31<sup>st</sup> and to be published in paper. Annual Financial report due to comptroller.

**Public Comment** - none

**Adjournment** - A motion to adjourn was made by Stephanie and seconded by Brian and passed. It was 5:16 PM.