

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, April 14, 2022, at 4:45 p.m.
Library Annex at 118 S. Plum**

I. **Call to Order** – Mark McGrew called the meeting to order at 4:50 p.m.

II. **Roll Call** – Mary Layton, Mark McGrew, Jan Hurley, Mary Ellen Simpson, and Marty Balbinot.

III. **President’s Report** – None

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

- a. Minutes from the regular meeting, March 17, 2022- Jan Hurley made a motion to approve the minutes, seconded by Mary Layton, passed unanimously.

V. **Correspondence, communications, and public comment** – None

VI. **Treasurer’s Report**

- a. Monthly budget report and review of bills payable March 2022 – Jan Hurley made a motion to approve, seconded by Mary Ellen Simpson, passed unanimously.
- b. On April 17th at 10:00 a.m. Mary Layton and Marty Balbinot will attend the Presentation at the City Center regarding the grant application process for an upcoming grant opportunity.

VII. **Librarian’s Report** – See Vanessa’s written report

- a. Board Recommendations:
 - Activity packets be moved inside the building so staff has the opportunity to get people signed up for Library cards and control the number of packets given out.
 - Complete sign-up sheets for all programs with the adult and children’s name, program description, date and time of program.
 - Review the Employee sick leave and holiday policy at the May meeting.

VIII. **Unfinished Business** - None

IX. **Closed Session** – Mary Layton made a motion to go into closed session at 5:17 p.m. seconded by Mary Ellen Simpson, passed unanimously.

- a. Discussion was held regarding 5 ILCS 120, Section 2, © 1: Compensation of Specific Employees

Jan Hurley made a motion to exit closed session at 5:39 p.m., seconded by Mary Ellen Simpson, passed unanimously.

X. New Business –

a. Employee Compensation: Jan Hurley made a motion to give Ellen Mibbs a 2.0% increase and give Vanessa Hall-Bennett 2 weeks additional vacation, seconded by Mary Ellen Simpson, pass unanimously.

XI. Public Comment – None

XII. Adjournment – Mary Layton made a motion to adjourn, Seconded by Mark McGrew, passed unanimously. Adjourned at 5:41 p.m.

Mary Layton
Acting Secretary