

**Havana Public Library District
Board of Trustees
Thursday, September 15, 2022
Budget and Appropriations Hearing at 4:00 p.m.
Board of Trustees Meeting at 4:30 p.m.
Library Annex, 118 S. Plum**

Minutes for Budget and Appropriations Hearing at 4:00 p.m

- I. Call to Order by Mark McGrew at 4:05pm
- II. Roll Call – Mark McGrew, Deanna Foutch, Vanessa Hall Bennett, Stephanie Howerter, Marty Balbinot, Mary Layton & Amanda Zueck – Public – 1 Member: Jane
- III. Budget and Appropriation Ordinance, FY 22-23: Utilities and insurance went up as expected.
- IV. Public Comment – Jane wanted to confirm how some things were calculated. It was noted that the budget is based on fiscal year July-June and minimum wage increases in January.
- V. Adjournment – Motion for adjournment by Stephanie, Amanda seconds, passed unanimously. Adjourned at 4:30pm.

Minutes for Regular Board of Trustees Meeting

- I. Call to Order by Mark McGrew 4:31pm.
- II. Roll Call - Mark McGrew, Deanna Foutch, Vanessa Hall Bennett, Stephanie Howerter, Marty Balbinot, Mary Layton & Amanda Zueck – Public – 1 Member: Jane
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, August 11, 2022 – correct Librarian's Report notes by removal. Mary moves to accept minutes as corrected, Deanna seconds, passed unanimously.
- V. Correspondence, communications, and public comment - None
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable August 2022 – Amanda motions to pay bills as presented, Deanna seconds, passed unanimously.
- VII. Librarian's (Vanessa Hall-Bennett) report – RAILS reconfigured everything and we were moved from 4 days to 2 for delivery; Vanessa mentioned that we should have 3 and we will on MWF. RSA reconfigured stylebook and those need to be updated. Luke and Vanessa have it in hand.
- VIII. Unfinished Business
 - a. Rental Property Maintenance - Stan Balbinot will get a Thank you and a \$100.00 check for fixing the sink and toilet.
Astoria Plumbing is supposed to get back to Vanessa about cost of Shower Replacement.
Stove: Mary moves to approve \$650 for new 20" apartment stove/range and delivery, Amanda seconds, passed unanimously. Deanna will contact contractor for remaining repairs
 - b. Lawn Maintenance & Landscaping – Christian Miller is coming did fill out tax paperwork and made a significant donation to the library in memory of his mother. We will have him take over all lawn care. Brenda Walters and Vicki Kuntzman have offered to pay for some landscaping, Mark will contact them and set a meeting with Vanessa to discuss options.
 - c. Registered Sex Offender Policy – Mary motions to approve as written, Deanna seconds, passed unanimously.
 - d. Volunteers/Volunteer Forms – info only – form was properly updated to remove Bath
 - e. Library Building Maintenance – Furnace door needs new threshold/hinges, need tuck pointing. Mary/Vanessa will call Mike Cane to for an estimate.
 - f. Tree Trimming – Estimate for tree is \$500 to Zack Richardson; Amanda motions approve, Deanna seconds, passed unanimously.

g. Adams Street Annex – have not gotten estimates yet due to lack of funds. Stephanie suggests that the foundation/friends of the library take that on as an initiative.

IX. New Business

a. Budget and Appropriation Ordinance, FY 22-23 – Deanna motions to pass as is, Stephanie seconds, passed unanimously.

b. Ameren Small Business Energy Pilot Program – need to purchase and then will receive repayment from Ameren. Vanessa will talk to John about the specifics of the process. Deanna motions to move forward with the application, Amanda seconds, passed unanimously.

c. Per Capita Grant Review – info – Please review and return your signed sheets to Vanessa

d. FOIA/OMA requirements – info – Vanessa is FOIA officer; Mary motions that Amanda is the OMA appointee, Amanda Agrees; Stephanie seconds, passed unanimously.

e. Library & Foundation Fundraising – Vanessa proposes the foundation have a Christmas book sale, perhaps sell puppets, on Small Business Saturday, have a Santa on a day. All agree this would be a good idea to aid the library.

f. 2023 Elections – Circuit Clerks office packets have not yet arrived

g. Nerd Con program – Motion by Amanda to allow the library to close as requested by Jessica to have the staff at NerdCon to eliminate overtime, Deanna seconds, passed unanimously.

X. Public Comment – need to clarify what happens with old equipment of Ameren program.

XI. Adjournment – Stephanie motions to adjourn, Deanna seconds, passed unanimously.

Adjourned at 5:43pm