

**Havana Public Library District
Thursday, December 14, 2023**

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

Agenda for Regular Board of Trustees Meeting

- I. Call to Order
- II. Roll Call
- III. President's Report
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, November 9, 2023
- V. Correspondence, communications, and public comment - None
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable November 2023
- VI. Librarian's (Vanessa Hall-Bennett) report(s)
- VIII. Unfinished Business
 - a. Plum Annex (appliances - Meeting Room Policy)
 - b. Library Clerk Job Description
 - c. Patron Services Associate Job Description
 - d. Library Legislation & Current Events
- IX. New Business
 - a. Paid Leave for All Workers Act (PLAW) and personnel manual section 10
 - b. 2024 Holiday Schedule
 - c. Adoption of ALA Bill of Rights
 - d. 2024 Per Capita Grant
 - e. Annual Financial/Comptroller Report
 - f. Report of Receipts and Disbursements
 - g. Semi-Annual Review of Closed Session Minutes
 - h. Business Administrator Job Description
 - i. Dolly Parton Book Partnership with Illinois Libraries
- X. Public Comment
- XI. Adjournment