

**Havana Public Library District  
Board of Trustees  
Thursday, October 13, 2022  
Board of Trustees Meeting at 4:00 p.m.  
Library Annex, 118 S. Plum**

**Minutes for Regular Board of Trustees Meeting**

- I. Call to Order – Meeting called to order at 4:01pm by Mark McGrew.
- II. Roll Call – Mark McGrew, Mary Ellen Simpson, Stephan Howerter, Mary Layton, Vanessa Hall-Bennett, Amanda Zueck & Kate Hurley – member of public
- III. President’s Report - None
- IV. Secretary’s Report: approval of minutes as received or corrected
  - a. Minutes from Budget and Appropriations Meeting, September 15, 2022
  - b. Minutes from regular meeting, September 15, 2022  
Stephanie motions to approve minutes as presented, Mary Layton seconds; passed unanimously.
- V. Correspondence, communications, and public comment
  - HPLD Public Library Foundation meeting on Oct 21 @ 3pm at annex, will be having holiday book sale.
  - NerdCon @ VFW – on Nov 5<sup>th</sup>, doors open 1-5; 130 writing panel, DnD Meetup, Cosplay Contest; Deanna will judge w another cosplayer; door prizes
  - Northbrook Public Library sent an email to director’s list serve re a fake newspaper listing us as grooming children because of having various books available in the library
- VI. Treasurer’s Report
  - a. Monthly budget report and review of bills payable September 2022  
Amanda motions to approve bills be paid, Mary Ellen seconds; passed unanimously.
- VII. Librarian’s (Vanessa Hall-Bennett) report  
IPLB has some posted changes to make us aware of them
- VIII. Unfinished Business
  - a. Rental Property Maintenance – found a stove, vendor cancelled order; found a new one for just over \$600 at Lowes, Astoria has not gotten back to us, Mark will pursue another estimate – Gary Shoemaker.
  - b. Update on Landscaping - Mark and Vanessa met with Brenda & Vicki who want to pay for removing and relaying the parking lot walking path, remove and replace hedges, and potentially move hydrangeas to the west side due to the size. Would like to wait on this until sidewalks out front are replaced which have become a hazard.

- c. Volunteers/Volunteer Forms – form is ok.
- d. Library Building Maintenance - Mike Cane is tuck pointing hoping to be done by the end of next week;
- e. Ameren Small Business Energy Pilot Program – Monday received new letter saying that we are preapproved for \$6153.00 – Amanda motions to approve signing the form and moving forward, Mary Layton seconds; passed unanimously. .

#### IX. New Business

- a. Exterior Maintenance - Sidewalks are a hazard and need replaced will pursue contacting Contractors. Jim Freeman, PJ Long, Havana Ready Mix, Juan will get bids for concrete work.
- b. Review of SERVING OUR PUBLIC 4.0 for Per Capita Grant -
- c. 2023 Elections and Appointment of Election Clerk – Stephanie motions to appoint Vanessa as the Election Clerk, Mary Ellen seconds; passed unanimously.
- d. Resolution to Deed Surplus Library Property to Foundation – Stephanie motions for approval to donate puppets and other items for Foundation Book Sale, Amanda seconds; passed unanimously.
- e. Library Foundation Book Sale – Will happen with holidays, need volunteers
- f. Library Website and Streamline – Mary Layton motions to approve Streamline as new website provider, Mary Ellen seconds; passed unanimously.

#### X. Public Comment - None

- XI. Adjournment - Mary Layton motions for adjournment, Amanda seconds; passed unanimously. Adjourned at 5:04pm