

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, December 9th 2021 at 4:45 p.m.
Library Annex at 118 S. Plum**

MINUTES

- I. Call to Order – Mark McGrew called the meeting to order at 4:52pm.
- II. Roll Call – Vanessa Hall-Bennett (Director), Mark McGrew, Mary Layton, Jan Hurley, Amanda Zueck, Mary Ellen Simpson attends remotely due to flooded basement.
- III. President's Report – Jan moves that we call Mary Ellen to let her attend remotely, Amanda seconds, passes unanimously; Vanessa called Mary Ellen via speaker phone.
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, November 18, 2021 – Mary Layton motions to approve as written, Jan seconds, passes unanimously.
- V. Correspondence, communications, and public comment -None
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable November 2021 – Amanda motions for bills to be approved, Jan seconds, passes unanimously,
- VII. Librarian's (Vanessa Hall-Bennett) report

Zach Richardson trimmed the problem tree and donated his services to the Library. Vanessa told him we were very grateful. Her and Jessica are looking into having the library website redone.
- VIII. Unfinished Business - None
- IX. New Business
 - a. Review of SERVING OUR PUBLIC for Per Capita Grant
 - b. Job Descriptions Custodian – everyone agrees it looks good. Amanda motions for approval, Jan seconds, passes unanimously.
 - c. Report of Receipts and Disbursements – tabled for next month since Marty is absent.
 - d. Formal Review of Library (Core 23) – will be postponed to post pandemic.
 - e. Capital Reserve Fund & Capital Asset Plan Discussion – We have no assets beyond our current real estate and cash, will look into 6 month CDs for initial disbursement of tax money. Mark will review endowment with Nancy to see our options.

f. Trustee Orientation Document – Day of the week for meetings needs corrected from Tuesday to Thursdays. Jan motions it is approved with correction, Mary Layton seconds, passes unanimously.

g. Adams Street Annex – No action yet.

X. Public Comment - None

XI. Adjournment – 5:16pm meeting is adjourned.