

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, October 3, 2024, at 4:30 p.m.
Library Annex at 118 S. Plum**

- I. **Call to Order** – Mark McGrew called the meeting to order at 4:34 p.m.
- II. **Roll Call** – Trustee’s Brittany Holtman, Mary Layton, Mark McGrew, Kate Hurley, Mary Ellen Simpson, and Roberta Little. Library Director, Vanessa Hall-Bennett.
- III. **President’s Report** – None
- IV. **Secretary’s Report** – Roberta Little made a motion to approve the September 23rd minutes for the appropriation hearing as printed, seconded by Kate Hurley, passed unanimously. Roberta Little made a motion to approve the September 23rd minutes for the regular special meeting as printed, seconded by Kate Hurley, passed unanimously.
- V. **Correspondence, communications, and public comment** - None
- VI. **Treasurer’s Report** – Roberta Little made a motion to approve the August and September 2024 monthly budget report and all bills payable. 2nd by Mary Ellen Simpson, passed unanimously.
- VII. **Librarian’s Report: See Report**
 - a. Vanessa contacted Steven Martt, Attorney regarding Election Day. We are not required to be closed on Election Day.
 - b. The IPLAR was turned in on September 1st.
 - c. Small governmental entities are not liable until 2027 to meet ADA accessibility laws for websites.
 - d. Staff held their annual in-service on Friday, September 27th
 - e. Vanessa will be attending the annual Illinois Library Association conference Oct. 7th-10th and the Annual Ameren Illinois Energy Efficiency Program Business Symposium in Springfield on October 16th.
- VIII. **Unfinished Business**
 - a. Apartment Lease: Board members asked President Mark McGrew to contact Luke about the lease and get that executed prior to the next board meeting.
 - b. Swearing In/Oath of New Trustee – President Mark McGrew swore in new board of director member, Brittany Holtman.

- c. Appointment of Board Secretary- Kate Hurley made a motion to appoint Brittany Holtman as Board Secretary, 2nd by Roberta Little, passed unanimously.
 - d. Appointment of OMA Officer – Mary Ellen made a motion to appoint Brittany Holtman as OMA Officer, 2nd by Kate Hurley, passed unanimously.
- IX. **New Business**
- a. 2025 Election: There will be four positions up for re-election in the April 2025 election.
- X. **Public Comment** – None
- XI. **Adjournment** –**Mary Ellen Simpson** made a motion to adjourn, seconded by Roberta Little, passed unanimously. Adjourned at 4:30 p.m.
- XII. **Next Meeting** will be held on November 7th at 4:30 p.m. Decennial meeting TBD.

Mary Layton
Acting Secretary