

Havana Public Library District
Board of Trustee's Meeting Minutes
Held Thursday, November 7, 2024
4:30 pm at the Plum Street Annex

- I. Call to Order: The Meeting was called to order at 4:32 p.m.
- II. Roll Call: Board members present were Mark McGrew, Mary Ellen Simpson, Mary Layton, Roberta Little. Library Director Vanessa Hall-Bennett was present.
- III. President's Report: None.
- IV. Secretary's Report: Mary Ellen Simpson made a motion to accept the minutes from the October 3rd regular board meeting. Mark McGrew seconded the motion, passed unanimously.
- V. Correspondence, Communications and Public Comment: Director Vanessa presented the board with the printed list of Trustee Filing Dates for the 2025 Election.
- VI. Treasurer's Report: Business Manager Marty Balbinot has provided the board with a budget reconciliation and this month's treasurer's report. Staff and board development/continuing education needs to be given a specific line item and correct funding in the budget. Mary Layton made the motion to approve the budget, Mary Ellen Simpson seconded, and the motion passed unanimously.
- VII. Library Director's Report: Halloween activities were well-attended; the library has seen an increase in both regular library attendance and program attendance. Vanessa attended the Ameren Symposium in Springfield and is currently working with Ameren representatives to find ways the program can help the library better our lighting, appliances, insulation, and more. The RSA (Resource Sharing Alliance) will host its annual conference for area libraries in April 2025; Vanessa has been asked to present information for small libraries.
- VIII. Unfinished Business: The apartment lease is in the works and the rent will be increased. The tenant has accidentally damaged the garage door and has been made aware that they must pay for its repair. The items "appointment of board secretary" and "appointment of board OMA officer" were tabled for future discussion.
- IX. New Business: The board reviewed Ordinance 24-04, the library tax levy. Mark McGrew expressed contentment with the draft ordinance. Mary Ellen Simpson made motion to accept the tax levy as written and was seconded by Mark McGrew; the motion passed unanimously. Vanessa discussed the 2025 Per Capita Grant; the State Library has failed to release the grant application, which is usually available by the first of October. The State Library reports it will be released soon. Vanessa presented the library's standard list of holiday closing dates. Mark McGrew made motion to accept the closing dates and Roberta Little seconded that; the motion passed unanimously. Business Manager Marty has contacted the local surveyor regarding 213 W. Adams and is waiting for a callback. The next library board meeting will be December 12th at 4:00 p.m.
- X. Public Comment: None.
- XI. Adjournment: Mary Ellen Simpson motioned to adjourn at 5:21 p.m. Mary Layton seconded and the motion carried unanimously.

Roberta Little
Acting Secretary