

**Havana Public Library District  
Thursday, November 9, 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 Budget Hearing, September 14, 2023
  - b. Minutes from regular meeting, September 14, 2023
- V. Correspondence, communications, and public comment
- VI. Treasurer's Report
  - a. Monthly budget report and review of bills payable September 2023
  - b. Monthly budget report and review of bills payable October 2023
- VI. Librarian's (Vanessa Hall-Bennett) report(s)
- VIII. Unfinished Business
  - a. Plum Annex (appliances - Meeting Room Policy)
- IX. New Business
  - a. Building and Grounds Maintenance Review Findings
  - b. Staff Resignation/Part-time Library Clerk Vacancy
  - c. Library Clerk Job Description
  - d. Patron Services Associate Job Description
  - e. Library Legislation & Current Events
  - f. Food Bank Donations Collection
  - g. Tax Estimation
  - h. FY 23-24 Tax Levy
  - i. Book Sale Days (Facility Use)
- X. Public Comment
- XI. Adjournment