

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

**AGENDA**

- 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 regular meeting, November 18, 2021
- V. Correspondence, communications, and public comment
- VI. Treasurer's Report
  - a. Monthly budget report and review of bills payable November 2021
- VII. Librarian's (Vanessa Hall-Bennett) report
- VIII. Unfinished Business
- IX. New Business
  - a. Review of SERVING OUR PUBLIC for Per Capita Grant
  - b. Job Descriptions—Custodian
  - c. Report of Receipts and Disbursements
  - d. Formal Review of Library (Core 23)
  - e. Capital Reserve Fund & Capital Asset Plan Discussion
  - f. Trustee Orientation Document
  - g. Plum Street Annex
- X. Public Comment
- XI. Adjournment