

Havana Public Library District Board Meeting (Draft)  
January 9, 2020

The meeting was called to order by president Mark McGrew at 4:47 PM. Members present were Stephanie Howeter, Mary Layton, Cathy Toncray, Mark McGrew, Jan Hurley and Brian Lesemann. Also present was Librarian Vanessa Hall-Bennett.

**President's Report** – none

**Public Comment** - none

**Secretary's Report** – The December 12, 2019 minutes were approved as presented. (Motioned by Mary, seconded by Cathy and passed by roll call vote.)

**Correspondence, Communications and Public Comment** – Letters of thanks will be written to Vanessa's brother Tristan and the HHS class of 1976 for their work and donations for and to the library.

**Treasurer's Report** – A motion was made by Stephanie to approve, seconded by Jan and passed by roll call vote.

**Librarian's Report** – *General*: 9 were in attendance in the Dec. book group *Ghost Story*, 9 are signed up for January's book, *Circe*, the per capita grant is complete (due on the 15<sup>th</sup>), Tristan Hall built 6 new computers over Christmas break, and IT360 has been contacted to network them.

*201*: Main Library Dec. attendance statistics: 1087 patrons; 135 staff/service/other; 238 computer users, 335 informational questions, 307 answered reference questions, 8 in-depth tutorials and 1600 items were circulated. 10 new library cards were issued, 21 programs were hosted, with a total attendance of 73 adults, 6 young adults and 166 children. There were 56 monthly discards and the assessment count was 132 books.

*213*: no action

*Plum Street*: no action

**Unfinished Business** – a. Land Survey (no action taken)

**New Business** – a. review of Investment Policy (no action taken), b. Per Capita Grant – A motion was made by Brian and seconded by Jan and passed by roll call vote. c. 501 (c) (3) (no action taken), d. Comptroller's Report – Mark volunteered to take care of this with Business Manager Marty Balbinot. e. Review of Meeting Dates – This was a formality as the meeting dates have already been approved for the fiscal year until July.

Closed Session – (none)

**Adjournment** – Stephanie motioned, Jan seconded and it was passed by roll call vote.