

**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 - by Mark McGrew at 4:04pm
- II. Roll Call - Mark McGrew, Rhonda Taylor-Riley, Mary Ellen Simpson, Mary Layton, Kate Hurley, Amanda Zueck
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from Budget Hearing, September 14, 2023
 - Mary Ellen motions to approve as written, Rhonda seconds; passed unanimously.
 - b. Minutes from regular meeting, September 14, 2023
 - Rhonda motions to approve as written, Mary Ellen seconds; passed unanimously.
- V. Correspondence, communications, and public comment - None
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable September 2023
 - Amanda motions to pay as presented, Rhonda seconds; passed unanimously.
 - b. Monthly budget report and review of bills payable October 2023
 - Amanda motions to pay as presented, Kate seconds; passed unanimously.
- VI. Librarian's (Vanessa Hall-Bennett) report(s) - none
- VIII. Unfinished Business
 - a. Plum Annex (appliances - Meeting Room Policy) - tabled
- IX. New Business
 - a. Building and Grounds Maintenance Review Findings -
 - Apartment shower
 - Apartment Back Stairs and Deck
 - Bushes behind Library need trimmed

Tuckpointing on exterior of library - especially the back side and front
Window exteriors need cleaned and painted
Entry Gutter needs repair
Front Arch needs cleaned/repair/tuckpointing
Loose/Chipped tiles in children's rooms
Cracked plaster in West side of upstairs interior of Library
Windows are all drafty - restoration?Weather Stripping?

Mary Layton motions to pursue tuck pointing for front and back library,Rhonda seconds; passed unanimously.

- b. Staff Resignation/Part-time Library Clerk Vacancy - Harley resigned, job will be posted publicly for applicants.
- c. Library Clerk Job Description - tabled
- d. Patron Services Associate Job Description - tabled
- e. Library Legislation & Current Events - tabled
- f. Food Bank Donations Collection - Mark would like permission to set up a food donation box, which the church would pick up. Rhonda motions to offer box space, Amanda seconds; passed unanimously.
- g. Tax Estimation
- h. FY 23-24 Tax Levy - Amanda motions to approve as presented, Mary Ellen seconds; passed unanimously.
- i. Book Sale Days (Facility Use) - Saturday after Thanksgiving 10-4

X. Public Comment - none

XI. Adjournment - Mark motions for adjournment, Rhonda seconds; passed unanimously.

Adjourned 4:24 p.m.