

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, November 18, 2021 at 4:45 p.m.
Library Annex at 118 S. Plum**

- I. Call to Order – Mark McGrew called the meeting to order at 4:47 pm.
- II. Roll Call – Mark McGrew, Mary Layton, Mary Ellen Simpson, Marti Balbinot, Jan Hurley, Vanessa Hall-Bennett and Amanda Zueck; Stephanie Howerter will be absent.
- III. President’s Report - Would like approval for \$25 gift cards for staff for holiday present; would like to add a closed session meeting to discuss a raise for Vanessa.
- IV. Secretary’s Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, October 14, 2021 - Mary Layton motions to approve minutes as they stand, Jan seconds, passed unanimously.
- V. Correspondence, communications, and public comment – None, other than previous email regarding patron shouting obscenities at staff.
- VI. Treasurer’s Report
 - a. Monthly budget report and review of bills payable October 2021 - Mary Ellen motions that bills be approved and paid, Amanda seconds, passes unanimously. Copies are running high due to increased packets so Marti and Vanessa will look at options for new programs or just paying the difference, books are artificially low due to late shipments.
- VII. Librarian’s (Vanessa Hall-Bennett) report – looking at a few new computers, and checking donated books against collection as well as some genealogical collections in Annex.
- VIII. Unfinished Business
- IX. New Business
 - a. Old Annex - Vanessa still working there, so heat is still on. Look into estimates on building removal from people like Dave Mettler to turn it into parking.
 - b. Review of SERVING OUR PUBLIC for Per Capita Grant
 - c. Closed Session Minutes – Amanda motions they remain closed, Mary Ellen seconds, passed unanimously.
 - d. Planning & Scheduling Library Review – reviewed and still need space
 - e. PR Policy & Communications Policy – pass as presented, Jan motions, Mary Ellen seconds, passed unanimously.

X. Public Comment - None

XI. Adjournment – Amanda motions for adjournment, Mark seconds, passed unanimously.
End at 5:28pm