

**Havana Public Library District
Board of Trustees Regular Meeting
Thursday, June 10, 2021 at 4:45 p.m.
Library Annex at 118 S. Plum**

Corrected Minutes for 6/10/21

I. Call to Order – Mark called the meeting to order at 4:56pm

II. Roll Call - Library Director Vanessa Hall-Bennett, Mark McGrew, Janis Hurley, Marty Balbinot, Mary Ellen Simpson, Stephanie Howerter & Amanda Zueck; Mary Layton is on Vacation

III. President's Report – No Report

IV. Secretary's Report: approval of minutes as received or corrected

a. Minutes from regular meeting, May 13, 2021 - Stephanie motioned the minutes be approved as received, Jan seconded, passed unanimously

V. Correspondence, communications, and public comment

Email from Cathy Toncray submitting her resignation from the Board of Trustees due to personal reasons.

Cheerleaders stopped by for ad in cheer calendar which is typically done for \$25, board agrees this is under Vanessa's purview.

VI. Treasurer's Report

a. Monthly budget report and review of bills payable May 2021

Business Manager Marty said our balance is \$53,800 for the remainder of fiscal year ending in June without reserves. We should have some left over to use to pay bills received before the receipt of the first tax check in July. She is doing an analysis of items on this year's budget to make sure nothing was over or under budgeted. Mary Ellen motioned to approve payment of bills, Amanda seconded, passed unanimously.

VII. Librarian's (Vanessa Hall-Bennett) report

Completed weeding fiction, attendance is up due to relaxed restrictions. Chromebook was temporarily stolen the item was recovered the same day by the police and the patron will be banned for a year consistent with policy. RSA found a new home base and practicum student has been working and it is helpful.

VIII. Unfinished Business - None

IX. New Business

a. Appointment of Trustee to Vacant Library Board Position - Jan motions to appoint Mary Ellen for Trustee Term ending 2025, Stephanie seconded, passed unanimously.

b. Oath of Office/Swearing-in of New Library Trustee - Mary Ellen's swearing in was completed by Secretary per by laws.

c. Appointment of Vice-President - Jan motions that Mary Ellen be appointed Vice-President of the Board, Amanda seconded, passed unanimously.

d. Review of Closed Session Minutes, 5 ILCS 120/2.06 – Twice a year the board votes whether or not Closed Session Minutes remain sealed, typically these meetings are about sensitive information. Mary Ellen motions that closed sessions remain sealed, Stephanie seconded, passed unanimously.

e. HR Source Renewal – is a service that will answer HR related questions for an annual service fee. Vanessa says that she frequently used the service this past year especially and it costs roughly the same amount as one billable hour for the attorney. The Board agreed this is in Vanessa's purview and will be renewed to save money.

f. Board of Trustees Meetings, 2021-2022 - Jan motioned the list of presented meeting dates of the second Thursday of the month at 4:45pm adjusted for holidays be accepted, Amanda seconded, passed unanimously.

g. Phase 5 Guidance for Businesses and Venues/Reopening Plan – No new guidance has been released by the state at this point.

h. Disruptive Patron Policy – The Mask portion will be redacted to reflect current CDC/state recommendations.

i. Unattended Children Policy – The portion with the Restore Illinois Plan will be revised to say while the Covid-19 Pandemic is on-going. Jan motions that necessary changes be made to the policy, Mary Ellen seconded, passed unanimously.

X. Public Comment - None

XI. Adjournment – Stephanie motions the meeting be adjourned, Mary Ellen seconded, passed unanimously.