

**Havana Public Library District
Thursday, March 14, 2024**

**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 Mary Ellen Simpson at 4:06pm
- II. Roll Call - Mary Ellen Simpson, Mary Layton, Kate Hurley, Vanessa Hall-Bennett, Rhonda Taylor-Riley, Amanda Zueck
- III. President's Report - None
- IV. Secretary's Report: approval of minutes as received or corrected
 - a. Minutes from regular meeting, February 15, 2024
Tabled for clarification next month
- V. Correspondence, communications, and public comment
Amanda is turning in her notice for resignation due to move as of April Meeting.
Roberta Little has expressed interest in the position.
- VI. Treasurer's Report
 - a. Monthly budget report and review of bills payable February 2024
Amanda motions to approve as presented, Kate seconds, passed unanimously.
- VII. Librarian's Report (Vanessa Hall-Bennett)
IL Cert and Survey done, Closed next Wed for RSA Training,
- VIII. Unfinished Business
 - a. Ameren
Replaced lights in Tech services & boiler room. They will return to convert upstairs lights when they have the conversion kits.
 - b. Adams St. Annex & Mason County Grant Funds
Gas is off, things still need removed, genealogy materials will be put in the plum annex; They have the funds we pay first then get reimbursed, need to do a walk thru w colter but he has been scheduled out so far.
 - c. Apartment Lease/Annex Rent
Quote from Allen McHenry for 6100.00 for deck/stairs/balcony, it would take a week, so tenants would need a place to stay during that time. Getting 2nd quote from Todd Nailer. Rick Trimpe is going to quote inside repairs.
Mary Layton motions approve up to 7k, Amanda seconds, passed unanimously.
 - d. Business Manager's Job Description

Rhonda moves to accept as presented, Kate seconds, passed unanimously.

d. RSA Independence Project

Rhonda moves to approve using RSA as catalog provider, Amanda seconds, passed unanimously.

IX. New Business

a. Clerk Job Advertisement - Staffing Issues/Possible Solutions

Board Members and Marty are willing to cover lunches while Jes is on maternity leave.

Mary Layton motions to approve the ad and schedule coverage, Rhonda seconds, passed unanimously.

b. Boiler Room - Rhonda will research possible repair companies.

X. Closed Session - tabled for next meeting

a. 5 ILCS 120, Section 2, (c)1: Compensation of Specific Employees

XI. Public Comment

XII. Adjournment Rhonda motions to adjourn, Mary Layton seconds, passed unanimously. 459