

Havana Public Library District
Board of Trustees Regular Meeting
MINUTES
Thursday, July 10, 2025 at 4:00 pm
Library Annex
118 S. Plum

- I. Call to Order-Mary Ellen called the meeting to order at 4:00 pm.
- II. Roll Call--Trustees: Mary Layton, Mary Ellen Simpson, Roberta Little, Kate Hurley., Vanessa Hall-Bennett, Library Director and Guest/trustee-elect Cathy Hackman.
- III. President's Report: None
- IV. Secretary's Report: Corrected error in spelling of Mary Ellen's name in May Minutes. Rhonda Riley's name is misspelled in May minutes. Roberta motioned to approve the May minutes. Mary Ellen motioned to second. Unanimous approval. The June regular minutes were reviewed, as well as the June closed session minutes. Roberta motioned to approve both sets of minutes as written; Mary Layton seconded. Unanimous approval.
- V. Correspondence: Carnegie Corporation contacted Vanessa. She has filled out their survey. Their database has founding documents. Carnegie may have future funding or community building opportunities.
- VI. No Treasurer's Report
- VII. Librarian's Report
We received a \$12,500 Grant from Illinois State Library's Tech Grant. We received an award letter for a \$837.43 Per Capita Grant. Vanessa had a phone conference with Advantage Archives about digitizing documents. Advantage Archives is offering a \$500 credit. Vanessa hopes to get sponsors for digitizing. Cost is \$250.00 per reel. Summer Reading is a Success. The IPLAR due in September. Numbers are up for attendance.
- VIII. Old Business
Adams Street Lot: The parking lot is completed. Signs for new library parking lot were reviewed and a design was chosen. Two of the "Vehicles Towed" version will be purchased. We will have to find someone to install it. Discussion of parking lot lighting and possibly asking Ameren to add a light as before. No formal action necessary.
- IX. New Business
Appointment of New Trustee:
Roberta motioned to appoint Catherine Hackman as trustee. Mary Layton seconded. Motion carried unanimously.

Appointment of Board Secretary: Mary Layton motioned to appoint Catherine Hackman as Board Secretary. Roberta Seconded. Unanimous approval.

ISL Technology Grant: On behalf of the library, Vanessa applied for and has been awarded a \$12,500 technology grant from the State Library. Grant monies may be used on specific technological goals only. The cheque has not yet arrived. No action necessary.

Microfilm Digitization: See description in Director's Report above. No action necessary.

Library Property Maintenance and Repairs: Vanessa mentioned that the back gutter has been mowed over a few times. Vanessa is going to try to repair it. Waiting to call about tuck pointing until money for new fiscal year. No action necessary.

X. Public Comment-None

XI. Adjournment-Rhonda motioned to adjourn. Kate seconded. Motion passed unanimously. Adjourned at 4:28 pm.

Recording secretary: Vanessa Hall-Bennett

Acting secretary: Roberta Little