

Havana Public Library District Board of Trustees
Board Meeting Agenda
Monday, May 17, 2021
4:45 pm
Library Annex at 118 S. Plum

This meeting was held in Hybrid Format via Zoom as well as in-person at the Annex to make the meeting accessible to all during the COVID-19 Pandemic.

I. Call to Order – Acting President Mark McGrew called the meeting to order at 16:50 CST.

II. Roll Call – Those present were (Public – David Simon-Toledo & Carmen Toledo), Mark McGrew, Jan Hurley, Amanda Zueck, Stephanie Howerter and Mary Layton in person and Vanessa Hall Bennett (Library Director) via Zoom. It was noted that Mary Ellen Simpson (acting VP) was on vacation and Marty Balbinot (Business Admin) was home ill.

III. President's Report – Dennis from HNB discussed switching the management of The Parkins Trust to a fee based management system for \$525.00/year. Upon talking to trust Officer Nancy Elliott and discussing that the account rarely creates transactional fees it was decided that leaving the transaction based fees were less costly and the account would be maintained that way.

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

- a. Minutes from regular meeting, April 8, 2021 – It was noted that Cathy's name needed to be corrected in the minutes but everything else was correct. Mary motioned that the minutes be approved with corrections and Jan seconded; it passed unanimously.

V. Correspondence, communications, and public comment

Vanessa read updated Mask Mandate information that said the Governor would be updating the State Mask Mandate to reflect new CDC guidelines but has not officially released any documents.

The Director of Forman Valley has contacted Vanessa about finishing her practicum. Vanessa feels we have a duty to not only further the professionalism of libraries in our area but also to assist those kinds of students and she believes completing her portion of the paperwork will not be a burden. The arrangement will be mutually beneficial both practically and financially as the 45 unpaid hours would need to be spread evenly through May 18 to Aug 6. The board agreed that we have a duty to further the professionalism of libraries in our area and agreed that this decision was in Vanessa's purview.

Deirdre Brennan, Head of Rails, said that the Mask Mandate is still in place 'sort of'. Since children under 12 are not available for the vaccine yet they are required to wear masks but since Federal, State and Local laws vary widely it will generally be up to each library to determine what they should do about adult masking until further information is released from the state.

Open Meetings Act Training which is required each year is currently on hold due to the Attorney General's website getting hacked and there are not currently other alternatives. Vanessa will let the board know when she receives information on the training again.

No Public Comment was submitted for this meeting.

VI. Treasurer's Report

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

We have \$27,969.11 in working cash and \$49,700 in reserve, both Mary and Marty believe this will be sufficient without dipping into reserves as we await the receipt of the tax payment in July.

Mary said that she has been working with Marty to reduce expenses and will probably switch to an Excel spreadsheet to remove the \$600 annual expense of QuickBooks and she will update us further after review with Marty.

Stephanie motioned that we pay the bills and was seconded by Jan, it passed unanimously.

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

The Census data is not yet available and is not required to be before the end of September, however, preliminary numbers suggest a drop in general population and that combined with the reduction in tax money from the loss of the power plant will have an impact on the budget.

RSA has not given new training dates for the OCLC training Vanessa needs because they are technically homeless as their landlord decided not to renew their lease which ends June 30th. Because the RSA is not just offices and conference space but are also part of our delivery hub this could potentially disrupt services.

RAILS is requesting proposals for further automation of the delivery system similar to the Massachusetts system which has no regular labels only an exterior barcode. This was controversial because it will be a lot of money and time for individual libraries to re-label, re-barcode and re-catalog everything. The change is currently theoretical and unlikely to materialize within 2 years.

The Library Certification and Interlibrary Loan Survey were completed and submitted. The IPLAR is due in September.

Vanessa completed an in-depth weed of Adult Non-Fiction and started an in-depth weed of Adult Fiction. During this process it was discovered that the previous weeding in 2016 by past administration had discarded books but not correctly removed them from the catalog. It will take a major inventory to correct the catalog which is and an excellent project for Vanessa and the practicum student to work on together as it will be mutually beneficial.

VIII. Unfinished Business – None

IX. New Business

a. Appointment of Trustee to Vacant Library Board Position

Tabled until next meeting due to absence of the Trustee to be appointed

b. Oaths of Office/Swearing-in of New Library Trustees

Mark was sworn in for another term by reading his oath of office followed by Amanda being sworn in for her recently elected term as Library Trustee.

c. Appointment of Officers

We will have until June 17th to officially elect and install Officers of the Board. Mary Ellen will need to be reappointed as a delay in paperwork left her name off of the ballot for the current term, it is believed that she is still willing to be VP. Nominations and Volunteers were asked for the Board positions Amanda volunteered for Secretary, those present agreed that it would be good for Mark to continue as President and Mary to continue as

Treasurer. Those volunteers will be acting in those roles until the official election of board members at the next meeting in June. This motion was put forth by Stephanie and seconded by Jan; it passed unanimously.

d. EPSLA replacement/COVID Leave Policy

It was not previously made clear whether the policy was retroactive; Jan moved that the policy be retroactive and Amanda seconded, it passed unanimously

e. Summer Reading Program

The theme is reading through the decades and is being funded by a donation received in 2019 from the Class of 1976 for children's programming. Summer Reading will start in June and have hybrid children's programs, weekly theme bags, online activities, take and make STEAM crafts, every 2 weeks an outdoor family activity, weekly outdoor story time, outdoor movies twice a month, as well as paper and ReaderZone book logs.

f. Equipment for Outdoor Programming

Ellen and Jes are requesting to purchase at least one, preferably 2-4, folding 6 foot plastic tables. The tables available now require assembly and are very heavy. They found what they were looking for at LaCrosse for \$225 and a patron had mentioned paying for all or part of it as a donation. Jan said she would also contribute \$100 for the tables.

A Tent or awning of some kind would also be very helpful since there is not much shade and no outdoor shelter at the library. Mary asked about previous plans to partner with the park district at Riverfront or Rockwell parks and Vanessa said some of that will happen but since the park district also has their own plans that the tents would still be needed at some point, if anyone knows of one that can be borrowed that would be great.

g. Illinois Bridge Phase & Reopening Plan

The board reviewed Vanessa's updated plan both before and during the meeting and found the changes to be in good balance between protecting staff and patrons and increasing accessibility with the CDC's new information. A motion was made to accept the new plan and enact Phase 3 as of tomorrow understanding that it will change with additional state directives by Amanda and seconded by Jan, unanimously approved. Stephanie wanted to add an amendment to the motion to allow Vanessa to update as needed as new information was released without having to wait for board approval and this passed unanimously.

h. Future meeting format

When updated orders regarding mask come out the ability to have online meetings could be rescinded. Knowing that the regulations are changing and the difficulty the board has had with technology in trying to accomplish hybrid meetings Mark asked if anyone would motion for the return to in person only meetings. The motion was put forth by Jan, seconded by Stephanie and Mary both and passed unanimously.

X. Public Comment - none

XI. Adjournment – Stephanie motioned that the meeting be adjourned, it was seconded by Jan and unanimously passed.