

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

October 17, 2024

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:00 pm with the following Board Members present: Brett Clasquin, Liz Harris, Madonna Harris, Mary Sue Iverson, and Zabelle Vartanian. Absent: Tony Gilbreth and Ann Hart. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

2. Citizen Comments

There were no citizen comments at this time.

The following items on the agenda (Items 3-6) were approved as a whole by vote under a consent agenda:

3. Approval of Minutes

The Board reviewed the September 19, 2024 minutes.

4. Communications

The District received the latest Tax Settlement Sheet.

5. Treasurer's Report/Approval of bills

The September Treasurer's report, the check registry to date, and the credit card registry were reviewed, along with the September 2024 Profit and Loss statement. The Director pointed out some small discrepancies in the Profit and Loss statement caused by Quick Books calculations methods. She is investigating these and will present an updated Profit and Loss Statement next month. The Board also discussed the Scheffel Boyle Annual Financial report.

6. The Librarian's Report

The Board discussed the advisability of a waiver for a program for teens helping seniors with technology questions. There is a potential problem with online access and changing the signers for Regions accounts. The Director is investigating this. Two small bookcases were added to the Library to decrease shelf congestion. The Director will be attending the Legislative Breakfast in December. The Illinet Traffic Survey has been completed and submitted. Past and upcoming Library events were enumerated. Library statistics were reviewed.

A motion to approve Items 3-6 through a consent agenda was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

Clasquin	Aye
Gilbreth	Absent
Harris, L.	Aye
Harris, M.	Aye
Hart	Absent
Iverson	Aye
Vartanian	Aye

The motion passed with all in favor.

7. Old Business

7.1 Obtaining a Library Card Policy Edit/ DISCUSSION & APPROVAL

The Board reviewed the proposed edit. The policy will be discussed and possibly voted on at the November meeting.

7.2 Transfer Funds to Special Reserve Fund / DISCUSSION & APPROVAL

A motion to put \$29,000 from Regions Bank (\$14,500 from the Corporate account [tax savings] and \$14,500 from the Building and Maintenance account) toward the purchase of a new CD at the best available current terms was made by Liz Harris and seconded by Mary Sue Iverson.

A roll call vote was taken:

Clasquin	Aye
Gilbreth	Absent
Harris, L.	Aye
Harris, M.	Aye
Hart	Absent
Iverson	Aye
Vartanian	Aye

The motion passed with all in favor.

7.3 Other

There was no other Old Business to discuss at this time.

8. New Business

8.1 FY2024 Annual Financial Report (3/5ths vote) / DISCUSSION & APPROVAL

A motion to approve the FY2024 Annual Financial Report was made by Mary Sue Iverson and seconded by Madonna Harris.

A roll call vote was taken:

Clasquin	Aye
Gilbreth	Absent
Harris, L.	Aye
Harris, M.	Aye
Hart	Absent
Iverson	Aye
Vartanian	Aye

The motion passed with all in favor.

8.2 Ordinance 24-05: Tax Levy (*ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2024 AND ENDING THE 30TH DAY OF June, 2025*) / DISCUSSION & APPROVAL

A motion to approve Ordinance 24-05 *ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2024 AND ENDING THE 30TH DAY OF June, 2025*, was made by Madonna Harris and seconded by Liz Harris.

A roll call vote was taken:

Clasquin	Aye
Gilbreth	Absent
Harris, L.	Aye
Harris, M.	Aye
Hart	Absent
Iverson	Aye
Vartanian	Aye

The motion passed with all in favor.

8.3 Per Capita Grant Requirement – *Serving Our Public 4.0* Chapters 8 (“System Member Responsibilities and Resource Sharing”); Chapter 9 (“Public Services: Reference and Reader’s Advisory Service”); and Chapter 10 (“Programming”) / DISCUSSION

The Board reviewed and discussed the required chapters.

8.4 Other

There was no other New Business to address at this time.

9. Board Concerns

9.1 Appoint a Building & Maintenance Committee / DISCUSSION & APPROVAL

Board President Brett Clasquin appointed the following to the Building & Maintenance Committee: Brett Clasquin, Tony Gilbreth, and Liz Harris.

9.2 Designate New Signers at Banks / DISCUSSION & APPROVAL

A motion to remove Judy Buerck as a designated signer from all accounts (Corporate, Audit, Equipment, Building, IMRF, Liability, Social Security, and Savings) at Regions Bank and to add Brett Clasquin as a designated signer to the Liability account at Regions Bank was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

Clasquin	Aye
Gilbreth	Absent
Harris, L.	Aye
Harris, M.	Aye
Hart	Absent
Iverson	Aye
Vartanian	Aye

The motion passed with all in favor.

9.3 Other

There were no other Board Concerns to address at this time.

10. Announcements

10.1 Next Board Meeting: Thursday, November 21, 2024, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Liz Harris and seconded by Mary Sue Iverson.

A vote was taken, the motion passed and the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Linda Hill
Recording Secretary