

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

August 15, 2024

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:12 pm with the following Board Members present: Brett Clasquin, Tony Gilbreth, Liz Harris, Ann Hart, Mary Sue Iverson, and Stephanie Sakran. Absent: Zabelle Vartanian. 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 June 20, 2024 minutes.

4. Communications

The District received: 1) A letter from State representative Jay Hoffman and 2) Notice from County Clerk Thomas Holbrook about the Veterans' Property Tax Relief Reimbursement Pilot program; 3) Thank you note from Judy Buerck, former bookkeeper; and 4) Note of appreciation from the Wes Schaller (father of Judy Buerck) family for funeral flowers sent by the Library.

5. Treasurer's Report/Approval of bills

The June and July Treasurer's reports were reviewed. The check registry to date was reviewed. The Director presented the credit card registry for the Board to view, along with the fiscal year Profit and Loss Statement, and the tax settlement sheet.

6. The Librarian's Report

The Board discussed the advisability of a waiver for a program for teens helping seniors with technology questions. The Director asked if current employees needed a background check. The Board agreed that no background check for already-hired employees was necessary. The IPLAR (Illinois Public Library Annual Report) is in progress. The State Library has partnered with EBSCO to provide statewide libraries with a large library of database resources. Library statistics (along with Summer Reading Program numbers) were reviewed. Upcoming programming was listed.

A motion to approve Items 3-6 through a consent agenda was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

7. Old Business

7.1 FY2025 Technology Plan / REVIEW & APPROVAL

A motion to adopt the FY2025 Technology Plan as presented by the Director, was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

7.2 Other

There was no other Old Business at this time.

8. New Business

8.1 Ordinance 24-03: Budget and Appropriations / Adoption

A motion to adopt Ordinance 24-03 *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF July, 2024 and ending the 30th day of June 2025* was made by Tony Gilbreth and seconded by Mary Sue Iverson.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

8.2 Secretary's Audit / DISCUSSION & APPROVAL

A motion to approve the Secretary's audit for FY2024 was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

8.3 Updated Illinois Freedom of Information Act Notice / DISCUSSION & APPROVAL

A motion to approve the updated Illinois Freedom of Information Act (5 ILCS 140) was made by Tony Gilbreth and seconded by Ann Hart

A vote was taken and the motion passed with all in favor.

8.4 Ordinance 24-04: Building Maintenance Tax Levy / DISCUSSION & ADOPTION

A motion to adopt Ordinance 24-04: *AN ORDINANCE TO LEVY AND ASSESS A TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025* with an amendment to change the name of the signatory to Board President, Brett Clasquin, was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

8.5 FY2025 Per Capita Grant Requirement – Serving our Public 4.0 Chapter 1 (Core Standards), Chapter 2 (Governance and Administration), and Chapter 3 (Personnel) Review / DISCUSSION

The Board reviewed and discussed the required chapters.

8.6 Revision of Employee Handbook – Position Descriptions / DISCUSSION & APPROVAL

A motion to revise the Employee Handbook Circulation Clerk position description to read “Starting pay scale” for the wage listing was made by Tony Gilbreth and seconded by Mary Sue Iverson.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all in favor.

8.7 Transfer Funds to Special Reserve Fund / DISUCSSION & APPROVAL

After discussion, the Board decided to wait until the September meeting to address this issue to give the Director opportunity to bring more information for this decision.

8.8 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Officer Elections and Committee Assignments for FY2025 / DISCUSSION & APPROVAL
Nominations were made for the following positions and Board President Brett Clasquin appointed the following to the Board and the Board committees:

Board President: Brett Clasquin
Vice President: Liz Harris
Secretary: Tony Gilbreth
Treasurer: Ann Hart

Personnel Committee: Brett Clasquin, Liz Harris, & Ann Hart
Finance Committee: Ann Hart, Mary Sue Iverson, & Zabelle Vartanian

9.2 Election Paperwork / Discussion

The Board discussed who was up for election and the requirements to be put on the ballot.

9.3 Other

The Board said farewell to Stephanie Sakran, who is moving away. They thanked her for her service on the Board.

10. Announcements

Next Board Meeting: Thursday, September 19, 2024, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Tony Gilbreth and seconded by Ann Hart.
A vote was taken, the motion passed and the meeting was adjourned at 8:32 pm.

Respectfully submitted,

Linda Hill
Recording Secretary