

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### September 19, 2024

#### 1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:07 pm with the following Board Members present: Brett Clasquin, Tony Gilbreth, Mary Sue Iverson, and Zabelle Vartanian. Absent: Liz Harris and Ann Hart. Others present were Library Director, Jenna Dauer, Recording Secretary, Linda Hill, and Citizen Madonna Harris.

#### 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 August 15, 2024 minutes.

#### 4. Communications

No communications were received.

#### 5. Treasurer's Report/Approval of bills

The August Treasurer's report was reviewed. The check registry to date was reviewed. The Board also reviewed the most recent Tax Settlement sheet.

#### 6. The Librarian's Report

The Director reported that the correct window screens have finally been installed. The Board discussed whether sick time should be earned on PTO hours and decided it should not. The Library Crawl begins in October. President Brett Clasquin suggested that information on Library events should be distributed to CCLC and St. John the Baptist's preschool and daycare programs so that parents/guardians know of available Library programming. The Board reviewed the FY2024 Working Budget. Library statistics 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 Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed with all in favor.

## **7. Old Business**

### **7.1 Transfer funds to Special Reserve Fund / DISCUSSION & APPROVAL**

The Board discussed having a goal for this fund. Secretary Tony Gilbreth will chair a committee to handle this.

A motion to approve the purchase of a CD in the amount of \$29,000 at the best current available terms, was made by Tony Gilbreth and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed with all in favor.

## 8. New Business

### 8.1 FY2024 Statement of Receipts and Disbursements / DISCUSSION & APPROVAL

A motion to approve the FY2024 Statement of Receipts and Disbursements minus the side column calculation figures was made by Tony Gilbreth and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all in favor.

### 8.2 Obtaining a Library Card Policy edit / DISCUSSION & APPROVAL

The Board discussed the best wording for the Policy. The Director will present the reworded policy for approval at the October Board meeting.

### 8.3 Patron Conduct / DISCUSSION & ACTION

The Board discussed a patron whose behavior in the Library is causing problems.

### 8.4 FY2025 Per Capita Grant Requirement – *Serving our Public 4.0* Chapter 4 (“Access”), Chapter 5 (“Building Infrastructure and Maintenance”), Chapter 6 (“Safety”) and Chapter 7 (“Collection Management”) Review / DISCUSSION

The Board reviewed and discussed the required chapters.

### 8.5 Other

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

## 9. Board Concerns

### 9.1 Appoint New Board Member / DISCUSSION & APPROVAL

Board President Brett Clasquin appointed Madonna Harris to the vacant Board seat. The Board voted to approve this appointment.

### 9.2 Designate New Signers at Banks/ DISCUSSION & APPROVAL

A motion to remove Judy Buerck as a signer from the corporate account at Regions Bank was made by Tony Gilbreth and seconded by Zabelle Vartanian.

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

9.3 Other

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

**10. Announcements**

Next Board Meeting: Thursday, October 17 at 7 pm.

**11. Adjournment**

A motion to adjourn was made by Mary Sue Iverson and seconded by Tony Gilbreth. A vote was taken, the motion passed, and the meeting was adjourned at 9:10 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary