

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

November 21, 2024

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:09 pm with the following Board Members present: Brett Clasquin, Liz Harris, Madonna Harris, Ann Hart, and Zabelle Vartanian. Tony Gilbreth and Mary Sue Iverson were absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

2. Citizen Comments

There were no Citizen comments.

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 October 17, 2024 minutes.

4. Communications

The District received an invitation to the Scheffel Boyle Holiday Open House. Also received was a thank you note from Staff member, Mary Weber, for flowers sent to her mother's funeral.

5. Treasurer's Report/Approval of bills

The October Treasurer's reports and the check registry to date was reviewed. The Board also reviewed the quarterly financial report.

6. The Librarian's Report

Notable items on the report were the question of changing to VOIP for Library phone service, new computers, and the repair of two of the Story Walk signs. Past and future Library programming and statistics were reviewed. The latest tax settlement information was reviewed.

A motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Liz Harris and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed with all in favor.

7. Old Business

7.1 Obtaining a Library Card Policy edit / DISCUSSION & APPROVAL

This item will be moved to the January 16, 2025 agenda. No vote was taken at this time.

7.2 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* DISCUSSION / ADOPTION

A motion to adopt 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 Ann Hart.

A roll call vote was taken:

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

The motion passed with all in favor.

(President Brett Clasquin appointed Ann Hart as Acting Secretary in the absence of Board Secretary, Tony Gilbreth.)

7.3 Transfer of Funds to Special Reserve Fund – Certificate of Deposit Update/
DISCUSSION

The Director informed the Board of the purchase of a new CD.

7.4 Other

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

8. New Business

8.1 Employee Policy – Personal Appearance Policy Edit / DISCUSSION & APPROVAL

The Board discussed updating the Personal Appearance Policy for District employees. It was decided that no update was necessary at this time.

8.2 Teens volunteering with Tech Program – Paperwork / DISCUSSION

The Director presented waivers which will be required for patrons who wish to participate in future “Teens Helping with Technology”the teens for technology programming. The teen volunteer (and parent/legal guardian, if teen is under 18 years of age) will also sign a waiver.

8.3 Per Capita Grant Requirement – *Serving Our Public 4.0*: Chapter 11 (“Youth/Young Adult Services”); Chapter 12 (“Technology”); and Chapter 13 (“Marketing, Promotion and Collaboration”) / DISCUSSION

The Board discussed the required chapters.

8.4 Surplus Item (old paper shredder) / DISCUSSION & APPROVAL

Since the shredder is non-functioning, it has no value and Board permission is not needed for its disposal

9. Board Concerns

9.1 Regions Signers – Possible Update

The Director is waiting for paperwork to come back from the bank.

9.2 Other

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

10. Announcements

Next Board Meeting: Thursday, January 16, 2025, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Zabelle Vartanian. A vote was taken, the motion passed and the meeting was adjourned at 8:42 pm.

Respectfully submitted,

Linda Hill
Recording Secretary