

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

February 20, 2025

1. Call to Order/Roll Call

The meeting was called to order by Vice President, Liz Harris, at 7:00 pm with the following Board Members present: Liz Harris, Madonna Harris, Mary Sue Iverson, and Zabelle Vartanian. Absent: Brett Clasquin and Tony Gilbreth. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill. Ann Hart arrived later in the meeting (7:04 pm).

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 January 16, 2025 minutes.

4. Communications

(Ann Hart entered at this time.) The District received: 1) An email, confirming the submission of the Per Capita Grant application; and 2) A letter from Freeburg High School asking for donations for post prom events.

5. Treasurer's Report/Approval of bills

The Board reviewed the January treasurer's report and the check registry to date. The Director also presented a Profit and Loss detailed listing for credit card transactions.

6. The Librarian's Report

A patron was banned permanently from the Library premises. The Director attended a library ICE webinar. She is waiting on LPL statements from December and January. Upcoming events include an Air Fryer class and the beginning of the Story Walk season.

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

A roll call vote was taken:

Clasquin:	Absent
Gilbreth:	Absent
L. Harris:	Aye
M. Harris:	Aye
Hart:	Aye
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 will address this policy at the March board meeting.

7.2 Unexpected Closures Policy (review wording) / DISCUSSION & APPROVAL

The Director will consult other libraries for policy wording. This policy will be addressed at the March board meeting.

7.3 Other

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

8. New Business

8.1 Adding Security Cameras Internal and External / DISCUSSION & APPROVAL

The Board reviewed different options for the cameras at different price points. This will be addressed at the March meeting. No vote was taken at this time.

8.2 Security Cameras Policy / DISCUSSION & APPROVAL

The Board examined different policies from other libraries. This policy will be addressed again at the March board meeting. No vote was taken at this time.

8.3 Other

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

9. Board Concerns

9.1 Regions Signers – Online Account Access Update / DISCUSSION & APPROVAL

A motion to add Bookkeeper Kim Kunkelmann as a signer on all Regions Bank accounts (corporate, audit, equipment/building, IMRF, liability and savings accounts) was made by Zabelle Vartanian and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed with all present in favor.

9.2 Ballot Proof / DISCUSSION & APPROVAL

There is an unknown write-in candidate listed on the Ballot proof. Tony will look into this to see if it is correct.

9.3 Levy Confirmation / DISCUSSION & APPROVAL

Tony submitted the Levy confirmation on February 2025. No vote is necessary.

9.4 Other

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

10. Announcements

Next Board Meeting: Thursday, March 20, 2025, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Zabelle Vartanian and seconded by Mary Sue Iverson. A vote was taken, the motion passed and the meeting was adjourned at 8:17 pm.

Respectfully submitted,

Linda Hill
Recording Secretary