

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

August 17th, 2017

The meeting was called to order by President, Ron Mense, at 7:06 p.m. with the following Board Members present: Jackie Billings, Tony Gilbreth, Ann Hart, Steve Jines, Ron Mense and Donna Reifschneider. Board member Brett Clasquin was absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

2. Citizen Comment

There was no citizen comment 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

Minutes from the June 15th, 2017 board meeting were reviewed.

4. Communications

A refund check from Country Companies Insurance for \$116 was received for the difference in cost from changes in the insurance policy.

5. Treasurer's Report/Approval of bills

The June and July 2017 Treasurer's Reports were reviewed. The check registry to date was also reviewed.

6. The Librarian's Report

New computers have been installed. The Director reported on a conduct violation. The LED sign has been repaired. The Library District and St. John's School is still ironing out their agreement. The Director has been working on IPLA for FY2017. Director Dauer has completed the Annual Open Meetings Act Training and she is working on her FOIA training. New prevailing wage rates for St. Clair County take effect on September 1, 2017. Interviews for the open Library Page position have been conducted. Past events for June-August were reviewed and events planned for August and September were listed. SRP 2017 statistics were compared with previous years' numbers. Statistics and Library usage were compared also. The Director asked the Board if they wanted withholdings for the personal income tax change corrected at this time. Board members indicated that they wished to leave this up to each individual employee. The Tax Settlement sheet was reviewed.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Jackie Billings and seconded by Ann Hart. A roll call vote was taken:

Billings:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Hart:	Aye
Jines:	Aye
Mense:	Aye

Reifschneider: Aye

The motion was passed with 6 in favor and none opposed.

7. New Business

7.1 Ordinance 17-03: *Budget and Appropriations Adoption*

A motion to adopt Ordinance 17-03 *Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the 1st day of July 2017 and ending the 30th Day of June 2018*, was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

Billings: Aye
Clasquin: Absent
Gilbreth: Aye
Hart: Aye
Jines: Aye
Mense: Aye
Reifschneider: Aye

The motion was passed with 6 in favor and none opposed.

7.2 Secretary's Audit

The Board reviewed the minutes for FY2017 and certified that they are correct. President Mense and Secretary Jines signed the audit statement.

7.3 Updated *Illinois Freedom of Information Act* Notice 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.

The motion was passed with 6 in favor and none opposed.

7.4 Ordinance 17-04

A motion to adopt the Ordinance 17-04: *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, 2017 and ending June 30, 2018* was made by Donna Reifschneider and seconded by Jackie Billings.

A roll call vote was taken:

Billings: Aye
Clasquin: Absent
Gilbreth: Aye
Hart: Aye
Jines: Aye
Mense: Aye
Reifschneider: Aye

The motion was passed with 6 in favor and none opposed.

7. New Business, cont.

7.4 Ordinance 17-04, cont.

(A corrected version of the Ordinance with the number of electors required to sign a petition increased to 392 from 391 was put to vote.)

A motion to adopt the amended Ordinance 17-04: *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, 2017 and ending June 30, 2018* was made by Steve Jines and seconded by Jackie Billings.

A roll call vote was taken:

Billings:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Hart:	Aye
Jines:	Aye
Mense:	Aye
Reifschneider:	Aye

The motion was passed with 6 in favor and none opposed.

7.5 FY18 Per Capita Grant Requirement – Trustee Facts File Chapters 1 & 2 Review The Trustees reviewed Chapters 1 and 2 of the Trustee Facts File.

7.6 FY2017 Statement of Receipts and Disbursements Approval

A motion to approve the statement of receipts and disbursements for FY2017 was made by Steve Jines and seconded by Jackie Billings.

The motion was passed with 6 in favor and none opposed.

7.7 Reassessment of Credit Card Processing

The Director recommended eliminating the option of paying fines/fees by credit card, since the service provider has increased the fees and the service is not used by many patrons.

Motion to eliminate credit cards as a method of payment for patrons of the Smithton Library District was made by Jackie Billings and seconded by Steve Jines.

The motion was passed with 6 in favor and none opposed.

8. Board Concerns

8.1 Open Meetings Act/Freedom of Information Act Training

The Director and Trustees are required to complete this training every four years. They will complete the training online.

8.2 FY18 Per Capita Grant Requirement—Continuing Education—Safety in the Library

The Trustees will review this video on their own time and report back to the Director when they have completed the continuing education.

9. Adjournment

Motion to adjourn was made by Ann Hart and seconded by Jackie Billings

The motion was passed with 6 in favor and none opposed and the meeting was adjourned at 8:10.
p.m.

Respectfully submitted,
Linda Hill, Recording Secretary