

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

January 21st, 2016

The meeting was called to order by President, Ron Mense, at 7:21 p.m. with the following Board members present: Brett Clasquin, Ann Hart, Ron Mense, and Donna Reifschneider. Board members Jackie Billings and Steve Jines were 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 November 19th, 2015 board meeting were reviewed.

4. Communications

The Board reviewed Christmas cards received by the District and thank you cards from staff members. Staff member Linda Hill submitted a notification that she may be required to serve jury duty in February.

5. Treasurer's report/Approval of bills

The December Treasurer's report was reviewed. The check registry to date was also reviewed. The Board examined budgeted and actual spending for quarters 3 and 4 and an annual expenditure breakdown.

6. The Librarian's report

The Director has submitted the Per Capita Grant, Inter-library Loan Traffic survey and the Annual Library Certification paperwork. She reported on the proposed property annexation from the village and the District's insurance audit (due to custodian, Dean Powers, not having worker's comp insurance.) Dean's fee will be going up on January 15, 2016. The Lenten Bake Sale is coming up soon—does the library wish to participate? (Board members indicated they would be willing to give up their spot.) Board Member Steve Jines will be repairing a light in the library. December events included Food for Fines, holiday movies, and a patron Christmas party. January started the Winter Reading Program. The Director and Assistant Librarian will be attending an event to select performers for the Summer Reading Program. A Drive-in-movie event for younger patrons will be held on January 30th. February events include Shakespeare movies and a Dental Hygiene Month story time. March events will have a lucky/irish theme. The Director will attend the PLA conference from April 5-9 in Denver. The Board Members reviewed her breakdown of costs. Statistics and the Library Use Snapshot were reviewed. The Director asked if any changes need to be made in the people listed as contacts for Pass Security. The Board indicated that no changes for contact persons were necessary at this time.

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

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

The motion was passed with 4 in favor and none opposed.

7. Old Business

There was no old business to discuss at this time.

8. New Business

8.1 Emergency Maintenance – Hot Water Heater Replacement Acknowledgment & Approval

Motion to approve the hot water heater replacement was made by Brett Clasquin and seconded by Donna Reifschneider. A roll call vote was taken:

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

The motion was passed with 4 in favor and none opposed.

8.2 Compilation Report Proposal

Motion to accept Scheffel Boyle's 3-year contract proposal was made by Donna Reifschneider and seconded by Ann Hart. A roll call vote was taken:

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

The motion was passed with 4 in favor and none opposed.

8.3 St. John the Baptist School & Smithton Public Library District Contract Update

The Director is still waiting to hear back from St. John the Baptist Catholic School with more information, after which she will meet with Clarice McKay to try to finalize the contract.

8.4 Online Payment Processing Company Discussion & Approval

Due to a rise in fees for the current online payment service, the Board discussed other options.

Motion to cancel current e-pay company services and research other e-pay options in the next few months was made by Donna Reifschneider and seconded by Brett Clasquin.

The motion was passed with 4 in favor and none opposed.

9. Board Concerns

The District is still looking for recommendations for appointment for the open slot on the Board. The Board asked the Director if custodian Dean Powers still has a contract. She will investigate and let the Board know.

10. Adjournment

Motion to adjourn was made by Ann Hart and seconded by Brett Clasquin.

The motion was passed with 4 in favor and none opposed and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Linda Hill
Recording Secretary