

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

January 19, 2017

The meeting was called to order by President, Ron Mense, at 6:57 p.m. with the following Board Members present: Brett Clasquin, Ann Hart, Ron Mense, Donna Reifschneider, and Steve Jines. Board member Jackie Billings was absent. Others present were Library Director, Jenna Dauer and Recording Secretary, Linda Hill.

2. Citizen Comment

Linda Hill brought up the fact that there are no easily accessible outlets for patrons to plug in their laptops. The Board suggested purchasing power strips and extension cords.

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 10, 2016 board meeting were reviewed.

4. Communications

The Board reviewed Christmas cards and Thank You notes from staff and volunteers for Christmas bonuses. The District also received a letter from the Secretary of State regarding the local government Expense and Control act.

5. Treasurer's report/Approval of bills

The November 2016 and December 2016 Treasurer's reports were reviewed. The check registry to date was also reviewed.

6. The Librarian's report

Director Jenna Dauer reported that the last tax distribution has been received. The Cross-Connection Control Survey from the village was received. ILLINET Traffic Survey and Annual Library Certification paperwork has been submitted along with the Per Capita Grant application. She asked if it was all right to combine 2015 photo book with the 2016 photo book. The doorknobs to the bathrooms have been replaced, thanks to Board Member Steve Jines. A donation was received in memory of Kenneth Kunkelmann. Flowers were sent to hospitalized Library volunteers. Part of the Library property will belong to the new Business District due to zoning changes. A Library building inventory is still in progress. The Director is looking into replacing the malfunctioning windows. The Director asked for Board permission to attend the ATLAS Director's retreat in Champaign in March at the cost of \$100 plus one meal and mileage expenses.

Motion to approve funding for Director's trip to the ATLAS conference was made by Steve Jines and seconded by Ann Hart. A roll call vote was taken:

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

The motion was passed with 5 in favor and none opposed.

Past and Future Library events were reviewed. Statistics, library usage snapshot, and digital and audiobook checkouts for the quarter were reviewed.

The Board examined the Annual Financial compilation report. They discussed the possibility of having a regular annual report instead of a compilation report.

The 6-month budget report was reviewed.

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

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

The motion was passed with 5 in favor and none opposed.

7. New Business

The Annual Dinner of the Smithton Chamber of Commerce will take place on February 4th. The District will pay \$50 for the Director to attend.

Motion to approve \$50 for the Director to attend the Smithton Chamber of Commerce Annual Dinner was made by Donna Reifschneider and seconded by Steve Jines. A roll call vote was taken:

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

The motion was passed with 5 in favor and none opposed.

8. Board Concerns

Board Secretary Steve Jines has submitted the election paperwork.

9. Adjournment

Motion to adjourn was made by Donna Reifschneider and seconded by Brett Clasquin.

The motion was passed with 5 in favor and none opposed and the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Linda Hill
Recording Secretary

Attachment: Librarian's Report