

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### January 18th, 2018

#### 1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:02 p.m. with the following Board Members present: Brett Clasquin, Tony Gilbreth, Ann Hart, Steve Jines, and Donna Reifschneider. Board Member Jackie Billings 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 November 16th, 2017 board meeting were reviewed.

#### 4. Communications

Thank you notes for Christmas gifts to employees from the District were received. The Board also read a letter from Board Member Donna Reifschneider concerning her resignation from the Board due to moving out of the Smithton Library District. The Director and Board Members expressed their thanks and appreciation to her for her service.

#### 5. Treasurer's Report/Approval of bills

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

#### 6. The Librarian's Report

The Director reported on upcoming events. The final tax distribution from St. Clair County was received. The Library has switched to AT&T for internet/phone. The Per Capita report, ILLINET Traffic Survey, and Annual Library Certification paperwork have all been submitted. The St. Clair County Tax Exempt Status paperwork has also been submitted. Library Statistics and Usage figures were reviewed.

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

Billings:	Absent
Clasquin:	Aye
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 St. John the Baptist/Smithton Public Library District Contract for Library Services Discussion and Approval

A motion to approve the St. John/Smithton Public Library District Contract after consultation with the District lawyer for possible amendment regarding indemnification and with Library Service Points 1 and 2 omitted was made by Steve Jines and seconded by Tony Gilbreth.

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

### 7.2 Discussion and approval of Harassment Free Workplace Policy

A motion to approve the Harassment Free Workplace Policy to be adopted with an in-effect date of January 15, 2018, was made by Brett Clasquin and seconded by Ann Hart.

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

### 7.3 Adoption of Resolution 18-01 – *Resolution Adopting the Amended Harassment Policy, Harassment Free Workplace Policy (and procedures for reporting and investigation complaints)*

A motion to adopt Resolution 18-01 – *Resolution Adopting the Amended Harassment Policy, Harassment Free Workplace Policy (and procedures for reporting and investigation complaints)* was made by Steve Jines and seconded by Donna Reifschneider

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

## **8. Board Concerns**

There were no Board Concerns at this time.

## **9. Adjournment**

Motion to adjourn was made by Donna Reifschneider and seconded by Ann Hart.

The motion was passed with 6 in favor and none opposed and the meeting was adjourned at 8:02 pm.

Respectfully submitted,

Linda Hill, Recording Secretary