

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

November 20, 2014

The meeting was called to order by Vice-President Linda Kreher at 7:05 p.m. with the following Board members present: Jackie Billings, Brett Clasquin, Ann Hart, and Linda Kreher. Others present were Library Director, Jenna Nurnberger, and Recording Secretary, Linda Hill. Absent were Board members Ron Mense, Donna Reifschneider, and Steve Jines.

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. Minutes

Minutes from the October 16th, 2014 board meeting were reviewed.

4. Communications

The Director received a letter from SHARE announcing the appointment of a director, Chris Dawdy. This is a new position and should help improve interlibrary communications.

5. Treasurer's report/Approval of bills

The August 2014 Treasurer's report was reviewed. The Director explained the Epay system and how it functions. The CPA who did the compilation report recommended that it be reconciled on the treasurer's report. The check registry to date was also reviewed.

6. The Librarian's report

Per Capita Grant paperwork was submitted on October 3, 2014. The ILLINET Survey was also submitted. The Director asked for approval from the Board to purchase chicken for the Staff Christmas party and also approval to purchase Target Gift Cards for Christmas presents for the staff. The Director reviewed October and November events and attendance. The FOTL Book and Bake Sale made around \$600. The Bookface contest is in full swing and a winner will be chosen on November 29th. December events include the Christmas party (Holiday Safari), and the Staff Holiday party. A Build-a-Rollercoaster Creator Space event and Holiday movie events will be held in December, on Wednesdays and Fridays respectively. The Winter Reading program begins on December 15th and runs through February 27th. Statistics and Library Use Snapshot was reviewed.

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

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

The motion was passed with 4 in favor, none opposed and 3 absent.

7. Old Business

7.1 Insurance & Commercial Building Review, Discussion, and Approval

The Director reported back on previous questions raised by Board members in the October meeting as to what is covered under Employee Theft insurance and Employee Practices insurance and also the premium savings if the \$500 deductible was raised.

The Board decided to leave the current deductible of \$500 in place because cost savings to raise it would be minimal.

Motion to raise the Commercial Building coverage and Earthquake coverage from \$212,000 to \$280,000 was made by Ann Hart and seconded by Jackie Billings.

A roll call vote was taken:

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

The motion was passed with 4 in favor, none opposed and 3 absent.

The Director thinks the current personal property coverage value is an accurate representation of the cost of replacing the Library's contents. The Insurance agent recommended that the District have the roof and shingles checked as this is not covered in the commercial building assessment. The Director will also have the improperly installed window looked at.

The Board decided to table discussion about purchasing Employee Theft coverage and Employee Practices coverage until a fuller number of board members are present and until the Director finds out if there is a deductible associated with these coverages.

8. New Business

8.1 Bi-annual review of closed session minutes.

A motion to leave the closed session minutes closed was made by Jackie Billings and seconded by Ann Hart.

The motion was passed with 4 in favor, none opposed and 3 absent.

9. Board Concerns

Board Member Brett Clasquin will be cleaning out the Library gutters.

10. Adjournment

Motion to adjourn was made by Jackie Billings and seconded by Brett Clasquin and the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Linda Hill
Recording Secretary