

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### November 16th, 2017

The meeting was called to order by President, Ron Mense, at 7:02 p.m. with the following Board Members present: Jackie Billings, Brett Clasquin, Tony Gilbreth, Ann Hart, Steve Jines, Ron Mense, and Donna Reifschneider. 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 October 19th, 2017 board meeting were reviewed.

#### **4. Communications**

A thank you for leftover books from the Friends of the Library book sale (which were donated to Catholic charities) was received. The District also received a letter from the County Clerk announcing a change in practices regarding loss and cost increase.

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

The October 2017 Treasurer's Report was reviewed. The check registry to date was also reviewed.

#### **6. The Librarian's Report**

The Director reported on a cost update for Quickbooks Payroll program. Past and future events were enumerated. The Statistics and Library Use Snapshot 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:	Aye
Clasquin:	Aye
Gilbreth:	Aye
Hart:	Aye
Jines:	Aye
Mense:	Aye
Reifschneider:	Aye

The motion was passed with 7 in favor and none opposed.

## **7. New Business**

### **7.1 St. John the Baptist/Smithton Public Library District Agreement Approval**

The proposed agreement with St. John the Baptist School is currently being reviewed by a lawyer before it is brought before the Board of Trustees for approval.

### **7.2 Trustee Facts File Third Edition, Chapter 4, "Legal Responsibilities And Liability", and Chapter 5, "Policymaking" Review**

The Director highlighted main points of the two chapters. The Board reviewed the chapters.

### **7.3 Bi-annual Review of the closed session minutes.**

(This portion of the meeting may be held in executive session pursuant to section 5 ILCS 120 § 2(c)(21).)

A motion to leave the closed session minutes closed was made by Donna Reifschneider and seconded by Steve Jines.

The motion was passed with 7 in favor and none opposed.

## **8. Board Concerns**

The Director presented some questions from the President of the Smithton Library District Friends of the Library asking about patrons endowing the FOTL in their wills and also how to answer if individuals desire to donate money for a building fund. After discussion, the board asked the Director to find out from the lawyer the different ramifications involved in leaving money to the FOTL versus leaving it to the District. The Board also stated that it considers building an option. Board Secretary Steve Jines will be submitting names for the Statement of Economic Interest requirements.

## **9. Adjournment**

Motion to adjourn was made by Jackie Billings and seconded by Tony Gilbreth.

The motion was passed with 7 in favor and none opposed and the meeting was adjourned at 7:54 pm.

Respectfully submitted,

Linda Hill, Recording Secretary