

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### October 19th, 2017

The meeting was called to order by Vice President, Donna Reifschneider, at 6:58 p.m. with the following Board Members present: Jackie Billings, Brett Clasquin, Tony Gilbreth, Steve Jines, and Donna Reifschneider. Board members Ann Hart and Ron Mense 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 September 21st, 2017 board meeting were reviewed.

#### 4. Communications

A notice of possible loss of assessed value for a parcel number in the district was received.

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

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

#### 6. The Librarian's Report

A notice of St. Clair County Board review was received. Quickbooks payroll program fees were discussed. The Director and Assistant Librarian attended Child/Worker Protection training for St. John the Baptist Catholic School. Past and upcoming events were listed. The settlement sheet was reviewed. The Director presented the third quarter Financial Statement. 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:	Absent
Jines:	Aye
Mense:	Absent
Reifschneider:	Aye

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

## 7. New Business

### 7.1 FY2017 (2016/2017) Annual Financial Report Approval

A motion to approve *FY 2017 Annual Financial Report* was made by Tony Gilbreth and seconded by Jackie Billings. A roll call vote was taken:

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

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

### 7.2 Ordinance 17-05: Tax Levy Adoption

A motion to adopt Ordinance 17-05 was made by Tony Gilbreth and seconded by Steve Jines. A roll call vote was taken:

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

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

### 7.3 Internet & Computer Use Policy Discussion and Approval

Motion to approve the policy change for internet & computer usage was made by Jackie Billings and seconded by Brett Clasquin.

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

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

There was nothing to report/approve at this time.

### 7.5 Employee Handbook Revisions Discussion and Approval

A motion to approve the suggested revisions with minor changes was made by Jackie Billings and seconded by Tony Gilbreth. The motion was passed with 5 in favor and none opposed.

## 8. Board Concerns

The Director handed out copies of the *Tourism Times* to the Board members

## 9. Adjournment

Motion to adjourn was made by Jackie Billings and seconded by Brett Clasquin.

The motion was passed with 5 in favor and none opposed and the meeting was adjourned at 7:56 pm.

Respectfully submitted,  
Linda Hill, Recording Secretary