

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### September 20, 2014

The meeting was called to order by President, Ron Mense, at 7:09 p.m. with the following Board members present: Jackie Billings, Ann Hart, Linda Kreher, Ron Mense, Donna Reifschneider, and Steve Jines. Board member Brett Clasquin was absent. Others present were Library Director, Jenna Nurnberger, 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. Minutes

Minutes from the August 21, 2014 board meeting were reviewed.

#### 4. Communications

The District received notice from the IRS that submitted 1099s were not incorrectly filled out (business names had been filled in instead of individuals' names). The issue was resolved.

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

The August 2014 Treasurer's report was reviewed. The check registry to date was also reviewed. Tax money was received. A question was asked about a line item on the check registry: Midland States – CC Peoples. This turned out to be Midland State Credit Card and previous director's name was still in the bookkeeper's system. She will update her records. Board member Steve Jines inquired as to whose names are on the bank accounts as signatories to manage accounts, CDs, etc. The Director will check to make sure the names on the accounts are updated.

The tax distribution received so far is \$159,563.67.

#### 6. The Librarian's report

Upcoming September activities include Banned Books Week movie events for adults and kids. Collection for the November book sale will begin October 1<sup>st</sup>. The Director will be reading Halloween stories to the kids at the Smithton/St. John's schools in October. The auditor will be conducting the compilation report on Tuesday, October 7<sup>th</sup>. The library will be closed on Monday, October 13<sup>th</sup> for Columbus Day. Teen Read week activities will be conducted the week of October 12<sup>th</sup>. The Director will be attending IHLS Member Day on October 20<sup>th</sup>. November events include a Book and Bake Sale sponsored by the FOTL, Family reading night, and a "Book Face" contest. The Library use and statistics were reviewed.

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

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

The motion was passed with 6 in favor, 1 absent, and none opposed.

## **7. Old Business**

### **7.1 Assessment of Surety Bond (Current terms ends Oct 2014)**

The Director reported on what is required by law for the District's surety bond. At the Board's request, she will look more into additional insurance options.

A motion to approve the renewal of the surety bond on Ann Hart, Board Treasurer, was made by Donna Reifschneider and seconded by Jackie Billings.

A Roll Call vote was taken:

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

The motion was passed with 6 in favor, 1 absent, and none opposed.

## **8. New Business**

### **8.1 Budget Analysis & Environmental Scan Review for FY15 Per Capita Grant**

The Board reviewed the Environmental Scan for last year. The Director explained the Budget and SWOT analyses. The Board agreed the District financial climate is stable. The Director asked the Board what they think the District can do to better serve the community. The Board thinks the Director is doing a good job of keeping the mix fresh. Board members asked about outreach to patrons with disabilities, especially the availability of braille materials. The Director will investigate this and report back at the next meeting. Board members suggested advertising these options on radio.

## **9. Board Concerns**

President Ron Mense asked about the status of the new circulation desk. This is still in process.

## **10. Adjournment**

Motion to adjourn was made by Jackie Billings and seconded by Linda Kreher and the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Linda Hill  
Recording Secretary