

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
August 16th, 2018

1. Roll Call/Call to Order

The meeting was called to order by President, Ron Mense, at 7:12 pm with the following Board Members present: Jackie Billings, Julie Crosby, Ann Hart, Steve Jines, and Ron Mense. Board members Brett Clasquin and Tony Gilbreth were absent. Also present was Acting Library Director, 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 June 21st, 2018 board meeting were reviewed.

4. Communications

The District received a letter from St. Clair County to verify disbursements. The St. Clair County disbursement settlement sheet was received. The Illinois Department of Labor notice of updated Prevailing Wage information was received.

5. Treasurer's Report/Approval of bills

The June and July 2018 Treasurer's Reports were reviewed. The check registry to date was also reviewed.

6. The Librarian's Report

The Librarian's Report was read and discussed with the Board. Major events included AC repair, planned update of the Library network router, and the filing of the IPLAR (Illinois Public Libraries Annual Report). Summer Reading Program and Library usage statistics were reviewed.

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

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

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

7. New Business

7.1 Ordinance 18-03: Budget and Appropriations Adoption

A motion to adopt Ordinance 18-03 *Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the 1st day of July 2018 and ending the 30th Day of June 2019*, was made by Steve Jines. The motion was seconded.

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

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

7.2 Secretary's Audit

The Board reviewed the minutes for FY2018 and certified that they are correct. President Mense and Secretary Jines signed the audit statement.

7.3 Updated Illinois Freedom of Information Act Notice Approval

A motion to approve the updated *Illinois Freedom of Information Act (5 ILCS 140)* was made by Steve Jines. The motion was seconded.

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

7.4 Ordinance 18-04 Building Maintenance Tax Levy Adoption

A motion to adopt the Ordinance 18-04: *An Ordinance to Levy and Assess a Tax for Smithton Public Library District of the County of St. Clair, State of Illinois for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019* was made by Julie Crosby. The motion was seconded.

A roll call vote was taken:

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

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

7.5 FY19 Per Capita Grant Requirement – *Trustee Facts File* Chapter 6 (Intellectual Freedom) & Chapter 7 (Planning) Review

The Trustees reviewed Chapters 6 and 7 of the *Trustee Facts File*.

7.6 FY2018 Statement of Receipts and Disbursements Approval

A motion to approve the statement of receipts and disbursements for FY2018 was made by Steve Jines. The motion was seconded.

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

7.7 Renewal of Treasurer's Bond Insurance Discussion and Approval

The Trustees reviewed information regarding the renewal of the Surety Bond for Treasurer Ann Hart based on current funds. Motion to approve the renewal at a \$275,000 limit with a purchase price of \$1817.00 for a four-year term was made by Julie Crosby. The motion was seconded.

A roll call vote was taken:

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

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

7.8 Discussion/Approval of HVAC Maintenance Contract Purchase

The Board discussed the need to purchase a maintenance contract for the library's HVAC. After discussion, Julie Crosby made a motion to purchase a one-year contract from Beloman at the cost of \$473. The motion was seconded.

A roll call vote was taken:

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

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

7.9 Request for use of Library Space

A request for use of library space was denied in accordance with SPLD Policy, "Meeting Space", page 16 in the SPLD Policy Manual.

7.10 Review of Trustee Information for submission to County Clerk

All Board Members reviewed and verified name/address information.

7.11 Review of Information for FY18 Comptroller Connect Reporting

The Board reviewed the information for reporting options which will be decided on in November.

8. Board Concerns

Board Member Julie Crosby asked for more information on the kind/degree of computer filtering the District has on its patron computers. The Acting Director will check into this and report back at the September meeting.

President Ron Mense asked for more information on the check registry payment to JD Sewer and Sons. The Acting Director will also check into this and report back at the September meeting.

9. Adjournment

Motion to adjourn was made by Jackie Billings. The motion was seconded.

The motion was passed with 5 in favor and none opposed and the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Steve Jines, Board Secretary