

**SMITHTON PUBLIC LIBRARY DISTRICT**  
**Board Meeting Minutes**  
**January 17th, 2019**

The meeting was called to order by President Ron Mense at 6:58 p.m. with the following Board Members present: Ron Mense, Ann Hart, Julie Crosby, Steve Jines, and Tony Gilbreth. Board Members Jackie Billings and Brett Clasquin were not present. Library Director Jenna Dauer, and Recording Secretary, Linda Hill, were also present.

**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 November 19, 2018 board meeting were reviewed.

**4. Communications**

Christmas and Thank You cards were received. The Village of Smithton sent a notice about a hearing for a proposed self-storage facility next to the Library. The final settlement sheet was also received from St. Clair County.

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

The November and December Treasurer's reports and check registry to date were reviewed. The Board also examined the FY2019 Working Budget figures.

**6. The Librarian's report**

Notable items: Installation of gutter guards and automated front door mechanisms. The Director is still working on getting the LED lighting upgrade. The Director will be attending the ILA Legislative Meet-up. The Library was closed early on 1/11 because of snow and also closed on 1/12. Past and future events were enumerated and Library Usage snapshot was reviewed. The Director will be looking into getting new rugs for the foyer or using a service for rugs such as Cintas.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

Ron Mense	yes
Ann Hart	yes
Brett Clasquin	absent
Jackie Billings	absent
Julie Crosby	yes
Tony Gilbreth	yes
Steve Jines	yes

The motion passed.

## **7. New Business**

### 7.1 Statement of Economic Interest Names Submitted

Secretary Steve Jines submitted the names for the Economic Interest Statements.

### 7.2 Emergency, Disaster, and Recovery Plan Reviewed and Updated

The Board looked over the updated Emergency, Disaster, and Recovery Plan. Further corrections of Board Member information will be completed and the Director will email the finished plan to the Board Members.

## **8. Board Concerns**

Board Member Ann Hart suggested that Library Staff members be trained in the use of fire extinguishers and also have training in CPR. The Director will arrange a staff training day to accomplish these objections

## **9. Adjournment**

Motion to adjourn was made by Steve Jines and seconded by Tony Gilbreth. The motion passed and the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Linda Hill  
Recording Secretary