

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

February 21st, 2019

1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:01 p.m. with the following Board Members present: Jackie Billings, Brett Clasquin, Julie Crosby, Tony Gilbreth, Ann Hart, Steve Jines and Ron Mense. 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 January 17th, 2019 board meeting were reviewed.

4. Communications

The Director received the following communications: 1) An invitations to submit names from IHLS for nominations for trustees for their Board of Directors; and 2) an invitation to a Library Trustee Forum on March 9th, 2019.

5. Treasurer's Report/Approval of bills

The January 2019 Treasurer's Report was reviewed. The check registry to date was also reviewed.

6. The Librarian's Report

The Board reviewed the Librarian's report. Past and future events were enumerated. The Director presented the Illinois General Assembly's 2019 Spring Session information sheet. Friends of the Library President, Judy Chinn, asked the Director to sound out the Board on the possibility of adding on to the Library in the form of a meeting room or staff break room. Board Member Tony Gilbreth suggested a needs assessments be performed. The Director will perform the assessment and report back to the Board at a future date. Statistics and Library Use Snapshot figures were reviewed.

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

| | |
|-----------|-----|
| Billings: | Aye |
| Crosby: | Aye |
| Clasquin: | Aye |
| Gilbreth: | Aye |
| Hart: | Aye |
| Jines: | Aye |
| Mense: | Aye |

The motion was passed with all in favor.

7. Old Business

7.1 Emergency, Disaster, and Recovery Plan Review and Approval

Motion to approve the updated Emergency, Disaster, and Recovery Plan was made by Jackie Billings, and seconded by Julie Crosby.

The motion was passed with all in favor.

8. New Business

8.1 Proposed Telecommuting Policy for Employee Handbook Discussion and Approval

Motion to adopt telecommuting policy as proposed was made by Tony Gilbreth and seconded by Jackie Billings.

The motion was passed with all in favor.

Additional motion to authorize Board President Ron Mense to sign the amended Telecommuting Agreement with Director Jenna Dauer was made by Julie Crosby and seconded by Brett Clasquin.

The motion was passed with all in favor.

9. Board Concerns

There were no Board Concerns at this time.

10. Adjournment

Motion to adjourn was made by Brett Clasquin and seconded by Tony Gilbreth.

The motion was passed with all in favor and none opposed and the meeting was adjourned at 8:08 pm.

Respectfully submitted,

Linda Hill, Recording Secretary