

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
November 21, 2019

The meeting was called to order by President Ron Mense at 6:57 p.m. with the following Board Members present: Brett Clasquin, Julie Crosby, Ron Mense, Steve Jines, and Tony Gilbreth. Board members Jackie Billings and Ann Hart were absent. Library Director Jenna Dauer and Recording Secretary Linda Hill were also present.

2. Citizen Comments

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 October 17, 2019 Board Meeting were reviewed.

4. Communications

The Director received a Holiday Open House invitation for the Trustees from Scheffel-Boyle; a letter from an insurance company soliciting the District's business, and information about PLA. A note from Board Member Jackie Billings was also received, in which she tendered her resignation to the Board.

A motion to accept the resignation of Board Member Jackie Billings effective immediately was made by Steve Jines and seconded by Brett Clasquin. The motion passed.

5. Treasurer's report/Approval of bills

The October Treasurer's report and check registry to date were reviewed.

6. The Librarian's report

The Librarian's Report was discussed with the Board. Items of note: receipt of the WiFi hotspots and installation of the AED machine. The Director asked the Board if they would like a more specific policy regarding closures due to winter road/weather conditions. The Board indicated that they were satisfied with the Director making this decision on a case-by-case basis. Library statistics were reviewed.

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

A roll call vote was taken:

Ron Mense	Aye
Ann Hart	Absent
Brett Clasquin	Aye
Jackie Billings	Absent
Julie Crosby	Aye
Tony Gilbreth	Aye
Steve Jines	Aye

The motion was passed.

7. Old Business

There was no old business at this time.

8. New Business

8.1 FY20 Per Capita Grant Requirement – Trustee Facts File: Appendix D: Libraries: An American Value; Appendix E: Code of Ethics; Appendix F: Ethics Statement for Public Library Trustees; and Appendix G: Selected Resources/DISCUSSION

The Board Members reviewed the Trustee Facts File appendices.

8.2 FY2019 (2018/2019) Annual Financial Report and AFR 3/5 Vote/DISCUSSION & APPROVAL

Motion to approve FY2019 Annual Financial Report was made by Julie Crosby and seconded by Steve Jines.

A roll call vote was taken:

Ron Mense	Aye
Ann Hart	Absent
Brett Clasquin	Aye
Jackie Billings	Absent
Julie Crosby	Aye
Tony Gilbreth	Aye
Steve Jines	Aye

The motion was passed.

8.3 Internet Hotspot Lending Policy

A motion to adopt the Internet Hotspot Lending Policy was made by Brett Clasquin and seconded by Steve Jines.

The motion was passed.

8.4 Circulation Policy Revision/DISCUSSION & APPROVAL

A motion to revise the current Circulation Policy by adding the loan period/fine schedule for the Wifi hotspots and removing the restrictions on fishing pole and video game circulation was made by Steve Jines and seconded by Tony Gilbreth.

The motion was passed.

8.5 Bi-annual review of closed session minutes/REVIEW

A motion to keep the closed session minutes closed was made by Tony Gilbreth and seconded by Brett Clasquin.

The motion was passed.

9. Board Concerns

The Board expressed its appreciation for the long service of Board Member, Jackie Billings.

10. Announcements

10.1 The next Board of Trustees meeting will be on Thursday, January 16, 2020 at 7 pm. There will be no Board meeting in December.

11. Adjournment

A motion to adjourn was made by Tony Gilbreth and seconded by Steve Jines.

The motion passed and the meeting was adjourned at 8:13 pm.

Respectfully submitted,

Linda Hill, Recording Secretary