

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
April 16, 2020
(held virtually on Zoom)

(The Board elected to have the moment of silence in memory of Jackie Billings moved to a time when it could have a physical meeting.)

1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:06 p.m. with the following Board Members present: Brett Clasquin, Julie Crosby, Tony Gilbreth, Steve Jines, Ron Mense, and Donna Reifschneider. Board member Ann Hart was absent. 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 February 20, 2020 board meeting were reviewed.

4. Communications

The Director received the following communications: 1) Municipal Minutes on the Illinois Sustainable Investing Act; 2) Notice from the St. Clair County Treasurer's office of the new dates for distributions due to disruption from the COVID-19 pandemic; and 3) a thank you note from Jackie Billing's "family" for the donation to Ronald McDonald House in memory of Jackie.

5. Treasurer's Report/Approval of bills/Quarterly Financial Report (January – March 2020)

The February and March 2020 Treasurer's Reports were 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 Library will be installing a mailbox. Changes because of current conditions were enumerated. Summer Reading Program planning continues. 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 Steve Jines and seconded by Brett Clasquin. A roll call vote was taken:

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

The motion was passed with all in favor.

7. Old Business

7.1 Other – There was no old business to discuss at this time.

8. New Business

8.1 Resolution 20-01: *FY2021 Non-Resident Fee Adoption for FY2021*

Motion to adopt a Non-Resident Fee of \$126 for FY 2021 was made by Donna Reifschneider and seconded by Steve Jines. All were in favor and the motion was carried.

8.2 Ordinance 20-01 *FY2021 Board Meeting Schedule* preview (to be voted on at May 2020 meeting)
Board members reviewed the proposed FY2021 meeting schedule.

8.3 Personnel Committee Report (official minutes will be approved at the May 2020 meeting)/DISCUSSION
The Committee proposed that the Director receive a 2 ½% increase in salary and part time hourly workers a \$1.75 increase to the hourly rate (to keep up with mandated minimum wage levels in compliance with Illinois law.) The Board will vote on this at the May meeting.

8.4 Pandemic Response Procedures/DISCUSSION & APPROVAL
A motion to adopt the Pandemic Response Procedures was made by Tony Gilbreth and seconded by Julie Crosby. The motion passed with all in favor.

8.5 Holiday Policy Change/DISCUSSION & APPROVAL
A motion to amend the Holiday Policy to pay all fulltime and part-time employees who are schedule to work on holidays was made by Steve Jines and seconded by Brett Clasquin.
The motion passed with all in favor.

8.6 Other
Director Jenna Dauer summarized Lawyer Phil Lenzeni's legal opinion for libraries in terms of the current executive order.
Board Secretary Steve Jines has the address needed for returning the Statement of Economic Interest to the County Clerk.
The Director reallocated money which was to be spent for physical books to the Cloud Library for ebooks.

9. Board Concerns

There were no Board Concerns at this time.

10. Announcements

The next Board meeting will be on Thursday, May 21, 2020 at 7 p.m.

11. Adjournment

Motion to adjourn was made by Julie Crosby and seconded by Brett Clasquin.

The motion was passed with all in favor and the meeting was adjourned at 7:57 pm.

Respectfully submitted,

Linda Hill, Recording Secretary