

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

June 18th, 2020

(In person: 109 S. Main St. Smithton IL 62285
OR Virtually via Zoom: <https://us02web.zoom.us/j/86150175914>
By Telephone: 1-312-626-6799 | Meeting ID: 861-5017 5914
The meeting was recorded.)

1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:03 p.m. with the following Board Members present: Tony Gilbreth (present via Zoom), Steve Jines, Donna Reifschneider, and Ron Mense. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill. Absent were Julie Crosby, Brett Clasquin, and Ann Hart.

2. Citizen Comment

Staff member Linda Hill commended the Director on her management of the Library during the COVID crisis.

3. Approval of Minutes

Minutes from the May 21st, 2020 board meeting were reviewed.

A motion to approve the minutes was made by Steve Jines and seconded by Donna Reifschneider.

A roll call vote was taken:

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

The motion passed.

4. Communications

The Director received a letter from the Secretary of State regarding the per capita grant.

5. Treasurer's Report/Approval of bills

The May 2020 Treasurer's Report was reviewed. The check registry to date was also reviewed.

A motion to approve the Treasurer's Report was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion passed.

6. The Librarian's Report

The Director discussed re-opening plans so far. Notary paperwork has been submitted. Staff Member Sue Shelton has retired. The Library received a \$500 check from the First National Bank of Waterloo. Statistics and Library Use Snapshot figures were reviewed.

A motion to approve the Librarian's Report was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion passed.

7. Old Business

7.1 Investment of Public Funds Policy Change / DISCUSSION & APPROVAL

Motion to approve the Investment of Public Funds Policy with suggested changes was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion passed.

7.2 Holiday Policy Change / DISCUSSION & APPROVAL

Motion to approve the revised Holiday Policy was made by Steve Jines and seconded by Donna Reifschneider.

A roll call vote was taken:

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

The motion passed.

Smithton Public Library District June 18, 2020 Minutes, cont.

7.3 Other

There was no other old business at this time.

8. New Business

8.1 FY2021 Technology Plan / REVIEW & APPROVAL

Motion to approve the FY2021 Technology Plan was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed.

8.2 FY2021 Working Budget / DISCUSSION & APPROVAL

A motion to approve the FY2021 Working Budget was made by Steve Jines and seconded by Donna Reifschneider.

A roll call vote was taken:

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

The motion was passed.

8.3 Ordinance 20-03: Budget and Appropriations / PRELIMINARY ADOPTION

A motion to preliminarily adopt Ordinance 20-02 *Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the 1st Day of July 2020 and ending the 30th Day of June 2021* was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed.

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8.4 Closed session minutes / BI-ANNUAL REVIEW

A motion to leave the closed session minutes closed was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed.

8.5 Surplus Items / REVIEW & APPROVAL

A motion to leave the disposal of surplus items to the discretion of the Director was made by Donna Reifschneider and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed.

8.6 Neighborhood Watch Banner Placement Request / DISCUSSION & DENIAL/APPROVAL

A motion to pass on the opportunity for the banner to be placed on Library property was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed.

8.7 Other

There was no other new business at this time.

9. Board Concerns

The Board observed a moment of silence in memory of long-time Board Member Jackie Billings.

10. Announcements

10.1 The next Board meeting will be on Thursday, August 20, 2020 at 7 pm; NO JULY 2020 MEETING

11. Adjournment

A motion to adjourn was made by Steve Jines and seconded by Donna Reifschneider.

A roll call vote was taken:

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

The motion was passed with all in favor and the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Linda Hill, Recording Secretary