

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
May 21, 2020
(held virtually on “Zoom”)

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: Brett Clasquin, Julie Crosby, Ann Hart, Steve Jines, Ron Mense, and Donna Reifschneider. Board member Tony Gilbreth 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

3.1 Regular Smithton PLD Board of Trustees Meeting Minutes -- April 16, 2020
Minutes from the April 16th, 2020 board meeting were reviewed.

3.2 Personnel Committee Meeting Minutes – April 16, 2020
The Board reviewed the Personnel Committee minutes.

4. Communications

No communications were received.

5. Treasurer’s Report/Approval of bills/Approval of bills

The April 2020 Treasurer’s Reports 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 new mailbox has been installed. The Director listed continuing education topics covered by staff. Summer Reading Program has started (virtual). 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 Donna Reifschneider and seconded by Steve Jines. A roll call vote was taken:

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

The motion was passed with all in favor.

7. Old Business

7.1 Investment of Public Funds Policy/DISCUSSION & APPROVAL

A motion to table discussion/approval of the Investment of Public Funds Policy until the June meeting was made by Ann Hart and seconded by Steve Jines.

All were in favor and the motion passed.

7.2 Other

Board Member Donna Reifschneider suggested that further discussion of the Holiday Policy (as adopted at the April 16, 2020 Board Meeting) was necessary. The Board discussed the option of offering holiday pay to part-time employees who have worked at the Library for three or more years. A motion to table discussion of updating the Holiday Policy until the June meeting was made by Donna Reifschneider and seconded by Steve Jines.

All were in favor, and the discussion was tabled until the June meeting.

8. New Business

8.1 Officer Elections & Committee Assignments for FY2021/DISCUSSION & APPROVAL

The current officers are as follows:

President: Ron Mense
Vice President: Brett Clasquin
Secretary: Steve Jines
Treasurer: Ann Hart
FOIA Officer: Tony Gilbreth

The Personnel Committee

Ron Mense
Ann Hart
Brett Clasquin

Building Committee

Ron Mense
Steve Jines

(President Ron Mense reappointed members of the Personnel and Building Committees.)

Motion to retain the same Board Officers was made by Donna Reifschneider and seconded by Steve Jines.

All were in favor and the motion passed.

8.2 Ordinance 20-01 *FY2021 Board Meeting Schedule*/ APPROVAL

A motion to approve Ordinance 20-01 *FY2021 Board Meeting Schedule* was made by Ann Hart and seconded by Julie Crosby.

The motion passed with all in favor.

8.3 Personnel Job Description and Pay Scale/DISCUSSION & APPROVAL

A motion to approve the amended personnel job descriptions and pay scales as presented by the Director was made by Steve Jines and seconded by Brett Clasquin.

All were in favor and the motion passed.

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8.4 DRAFT FY2021 Budget Presentation/REVIEW

Board Members reviewed the proposed budget to be voted on at the June meeting.

8.5 Reopening Plans/DISCUSSION & APPROVAL

After discussion, and because of fluctuating circumstances, the Board decided to leave opening plan decisions up to the discretion of the Director.

8.6 Other

There was no other new business at this time.

9. Board Concerns

The next Board Meeting will be held at the Library if possible.

10. Announcements

The next Board meeting will be on Thursday, June 18th, 2020 at 7 p.m.

11. Adjournment

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

The motion was passed with all in favor and the meeting was adjourned at 8:35 pm.

Respectfully submitted,

Linda Hill, Recording Secretary