

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

August 20, 2020

(Held virtually on Zoom and partially recorded—started at 7:55 pm)

### 1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:11 p.m. with the following Board Members present: Julie Crosby, Tony Gilbreth, Steve Jines, Ron Mense, and Donna Reifschneider. Board Members Brett Clasquin and Ann Hart were absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

### 2. Citizen Comment

There was no citizen comment at this time.

### 3. Approval of Minutes

A motion to approve the June 18<sup>th</sup>, 2020 Board Meeting Minutes was made by Steve Jines and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

### 4. Communications

No communications were received.

### 5. Treasurer's Report/Approval of Bills

The June and July 2020 Treasurer's Reports were reviewed. The check registry to date was also reviewed.

A motion to approve the Treasurer's Reports for June and July was made by Steve Jines and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

**6. The Librarian's Report**

The Board reviewed the Librarian's report and the Profit and Loss Statement for FY2020. The Director enumerated the steps taken to deal with the positive COVID 19 employee test and future plans for reopening. Current programming was discussed. Summer Reading Statistics were reviewed. Statistics and Library Use Snapshot figures were reviewed along with a chart comparing annual circulations statistics from FY2019 and FY2020. In an addendum, information about new employees and the submission of the FY2020 *Illinois Public Library Annual Report* (IPLAR) was discussed. The Director announced the addition of eresources added in July: Hoopla and Newsbank. The Board also reviewed the St. Clair County settlement sheet for tax year 2019.

Motion to approve the Librarian's Report was made by Julie Crosby and seconded by Tony Gilbreth. A roll call vote was taken:

|                |        |
|----------------|--------|
| Crosby:        | Aye    |
| Clasquin:      | Absent |
| 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 Ordinance 20-03: Budget and Appropriations/ADOPTION

A motion to adopt Ordinance 20-03 *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY 2020 AND ENDING THE 30<sup>TH</sup> DAY OF JUNE 2021* was made by Steve Jines and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

**Smithton Public Library District August 20, 2020 Minutes, cont.**

**8.2 Secretary's Audit/APPROVAL**

A motion to approve the Board Secretary's Annual Audit was made by Julie Crosby and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed with all in favor.

**8.3 Updated *Illinois Freedom of Information Act* (FOIA) Notice**

A motion to approve the update to The Illinois Freedom of Information Act (FOIA) 5 ILCS 140 was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed with all in favor.

**8.4 Ordinance 20-04 Building Maintenance Tax Levy/ ADOPTION**

A motion to adopt Ordinance 20-04 *AN ORDINANCE TO LEVY AND ASSESS A TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2020* was made by Steve Jines and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

**(at this point, session recording began)**

**Smithton Public Library District August 20, 2020 Minutes, cont.**

**8.5 Hotspot Lending – Question about Students & Remote Learning/DISCUSSION & APPROVAL**

The Board suggested changing procedure to temporarily allow 1-2 Smithton School District families to use a library-owned hotspot with a checkout period of 1 month with 1 renewal. This change in procedure would only be in effect for 2 months. Families wanting the hotspots must submit verification of need from the school and also have a current Smithton Public Library card. The Board left final decision on procedure up to the discretion of the Director.

**8.6 Certificate of Deposit for First Nation Bank of Waterloo Due September 2020/DISCUSSION and APPROVAL**  
Board Secretary Steve Jines will check into the renewal rate to report to the Board for a decision at the September Board meeting.

**8.7 FY2021 Per Capita Grand Requirement – Serving Our Public 4.0 Chapter 1 (Core Standards), Chapter 2 (Governance and Administration) and Chapter 3 (Personnel) Review and Discussion.**  
The Director gave a brief summary of the three chapters.

**8.8 FY2020 Statement of Receipts and Disbursements / APPROVAL**

A motion to approve the Smithton Public Library District *Statement of Receipts/Revenues, Disbursements/Expenditures and Summary Statement of Operations for All Funds and Account Groups for the Fiscal Year ended June 2020* was made by Donna Reifschneider and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed with all in favor.

**8.9 Other**

There was no other business at this time

**9. Board Concerns**

There were no Board Concerns.

**10. Announcements**

The next Board meeting will be on Thursday, September 17th, 2020 at 7 p.m.

**11. Adjournment**

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

The motion was passed with all in favor and the meeting was adjourned at 8:27 pm.

Respectfully submitted,

Linda Hill, Recording Secretary