

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

September 17th, 2020

(Held virtually on Zoom and recorded—Meeting ID: 859 0559 6682)

1. Call to Order/Roll Call

The meeting was called to order by President Ron Mense at 7:08 p.m. with the following Board Members present: Brett Clasquin, Julie Crosby, Tony Gilbreth, Steve Jines, and Ron Mense. Board Members Donna Reifschneider 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 August 20, 2020 Draft Budget and Appropriations Public Hearing Minutes was made by Steve Jines and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed with all in favor.

A motion to approve the August 20, 2020 Board Minutes was made by Julie Crosby and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed with all in favor.

4. Communications

No communications were received.

5. Treasurer's Report/Approval of Bills

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

A motion to approve the Treasurer's Report for August was made by Julie Crosby and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed with all in favor.

6. The Librarian's Report

2 Hot Spots have been added. The system hub will be quarantining items for 7 days. There is a problem with unemployment wage reports being overdue because of Paycor's procedures, resulting in the District being charged late fees. The Director and Bookkeeper are working to get a refund. The Friends of the Library will support hotspots for 4 households/3 months for virtual schooling. Reopening plans were reviewed. The Director gave an update on the HVAC system, which needs a repair. Upcoming events/Library Stats were enumerated.

Motion to accept the Librarian's Report was made by Steve Jines and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

7. Old Business

7.1 First National Bank of Waterloo Certificate Deposit/DISCUSSION & APPROVAL

A motion to renew the CD was made by Julie Crosby and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

Smithton Public Library District September 17th, 2020 Minutes, cont.

7.2 Other

There was no other old business at this time.

8. New Business

8.1 Election Day – Library Open or Closed? / DISCUSSION & APPROVAL

A motion to remain open on Election Day was made by Steve Jines and seconded by Julie Crosby.

A roll call vote was taken:

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

The motion was passed with all in favor.

8.2 FY2021 Per Capita Grant Requirement – Serving Our Public 4.0 Chapter 4 (Access), Chapter 5 (Building Infrastructure and Maintenance), Chapter 6 (Safety), and Chapter 7 (Collection Management) Review / DISCUSSION

The Board reviewed the required chapters. The Director also explained the “Sustainable Shelves” program from Baker and Taylor.

8.3 Accept Credit Card Payments? / DISCUSSION & APPROVAL

A motion to not accept credit cards for fines/fees payments was made by Tony Gilbreth and seconded by Steve Jines.

A roll call vote was taken:

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

The motion was passed with all in favor.

8.4 Other

There was no other new business at this time.

9. Board Concerns

9.1 Election Paperwork (Steve Jines)

Board Members Brett Clasquin’s, Steve Jines’, and Donna Reifschneider’s terms of service are over in April 2021. Election paperwork will be available next week at the Library. The paperwork must be completed and returned between December 14 and December 21, 2020.

Smithton Public Library District September 17th, 2020 Minutes, cont.

10. Announcements

The next Board meeting will be on Thursday, October 15, 2020 at 7 p.m.

The Director reviewed the Settlement Sheet for Tax Year 2019.

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 8:20 pm.

Respectfully submitted,

Linda Hill, Recording Secretary