

# Board Meeting Minutes

## October 15, 2020

In Person: 109 S Main St, Smithton IL 62285  
OR Virtually via Zoom: <https://us02web.zoom.us/j/83074069030>

By Telephone: 1-312-626-6799 | Meeting ID: 830 7406 9030

It is determined by Smithton Public Library District board of Trustees board president Ronald Mense that due to the in-person gathering restrictions of St. Clair County's Phase 4 Reopening Plan, this meeting will be held both in person and virtually. In accordance with P.A. 100-0640 (SB 2135), all voting will be done by roll-call.

The meeting was recorded.

### 1. Call to order / Roll Call

The meeting was called to order by President Ron Mense at 7:04 p.m. with the following Board Members present: Brett Clasquin, Ann Hart, Ron Mense, Donna Reifschneider (in person); Julie Crosby, Tony Gilbreth, and Steve Jines (via Zoom link). Also present in person were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

### 2. Citizen Comment

There were no citizen comments at this time.

### 3. Approval of Minutes

A motion to approve the September 17<sup>th</sup>, 2020 Board Minutes was made by Donna Reifschneider and seconded by Brett Clasquin.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion was passed with all in favor.

### 4. Communications

A thank you note was received for the Library's donation to hospice in memory of long-time volunteer, Mary Lou Adams. A letter from the Village of Smithton was received, inviting the Library trustees to be present at a zoning variance meeting for a sign on Main Street.

**5. Treasurer’s report/Approval of bills**

A motion to approve the September Treasurer’s report and bills was made by Ann Hart and seconded by Steve Jines.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor.

**6. The Librarian’s Report**

The Director gave a COVID 19 condition update. The Back-To-Books grant has been submitted. The problem with Paycor has been sorted out. The October Halloween Scavenger Hunt is very popular. Past and future events were enumerated and library statistics were reviewed.

A motion to accept the Librarian’s Report was made by Brett Clasquin and seconded by Steve Jines.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor.

**7. Old Business**

7.1 Election Day – Library Open or Closed? (10 ILCS 5/2B – 10 new)/ DISCUSSION & APPROVAL

A motion to keep the Library open on Election Day, Tuesday, November 3<sup>rd</sup>, was made by Ron Mense and seconded by Ann Hart.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Abstained
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with one abstention.

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

The CD was renewed at a rate of 0.85.

7.3 Other

There was no other old business at this time.

**8. New Business**

8.1 Ordinance 20-05 Tax Levy / DISCUSSION & ADOPTION

A motion to adopt Ordinance 20-05 *ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS 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 Tony Gilbreth and seconded by Steve Jines.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Nay

The motion passed.

8.2 FY2020 Annual Financial Report (3/5<sup>th</sup> vote) / DISCUSSION & APPROVAL

A motion to approve the FY2020 Annual Financial Report was made by Donna Reifschneider and seconded by Ann Hart.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor.

8.3 Transfer Money from Corporate & Building/Maintenance Funds to Money Market (Special Reserve Fund) DISCUSSION & APPROVAL

This item was skipped and will be reviewed in January of 2021.

#### 8.4 LED Sign – Replace Blocks / DISCUSSION & APPROVAL

A motion to approve the purchase of new full color blocks for the LED sign from Demond was made by Ann Hart and seconded by Julie Crosby.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor.

#### 8.5 FY21 Per Capita Grant Requirement – Serving Our Public 4.0 Chapter 8 (*System Member Responsibilities and Resource Sharing*), Chapter 9 (*Public Services: Reference and Reader's Advisory Services*) and Chapter 10 (*Programming*) / DISCUSSION

The Director summarized the chapters for the Board.

#### 8.6 Proposed Edit to Fees for Library Service Policy / DISCUSSION & APPROVAL

The Board suggested trying the new proposed policy (First 10 copies per day free of charge of black & white or color copies, single- or double-sided for school work or resume/job search) for 90 days and reassessing in January.

#### 8.7 Furnace Inducer Motor Repair / DISCUSSION & APPROVAL

A motion to approve the repair of the furnace inducer motor at a cost of \$967.70 was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor.

#### 8.8 Other

There was no other new business at this time.

### 9. Board Concerns

There were no Board Concerns at this time.

**10. Announcements**

The next Smithton PLD Board Meeting will be Thursday, November 19<sup>th</sup>, 2020, at 7 pm.

**11. Adjournment**

A motion to adjourn was made by Donna Reifschneider and seconded by Ann Hart.

A roll call vote was taken:

Brett Clasquin	Aye
Julie Crosby	Aye
Tony Gilbreth	Aye
Ann Hart	Aye
Steve Jines	Aye
Ron Mense	Aye
Donna Reifschneider	Aye

The motion passed with all in favor and the meeting was adjourned at 8:31 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary