

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

August 15th, 2019

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, Tony Gilbreth, Ann Hart, Steve Jines, and Ron Mense. Absent: Jackie Billings. 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

Minutes from the June 20, 2019 board meeting were reviewed.

4. Communications

No communications were received.

5. Treasurer's Report/Approval of bills

The June and July 2019 Treasurer's Reports were 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. Library Statistics were reviewed, along with Summer Reading Program statistics. The Director presented a table of Annual Statistics for FY2018 as compared to those of FY2019. The tax settlement sheet and a profit and loss statement were also reviewed. The Board discussed the possible use of surplus monies for a future building expansion. A system-wide Library Building Expansion Survey was reviewed. Board Member Tony Gilbreth suggested an assessment of library building needs and a three- or five-year plan to be completed by the Director. The IPLAR report is 75% completed and will be submitted by September 1, 2019.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Tony Gilbreth and seconded by Brett Clasquin. A roll call vote was taken:

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

The motion was passed with all in favor.

7. Old Business

There was no old business at this time.

8. New Business

8.1 Ordinance 19-03: Budget and Appropriations/ADOPTION

Motion to adopt Ordinance 19-03: *Annual Budget and Appropriation Ordinance For the Fiscal Year beginning the 1st Day of July 2019 and ending the 30th Day of June 2020* was made by Ann Hart and seconded by Julie Crosby.

A roll call vote was taken:

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

The motion was passed with all in favor.

8.2 Secretary's Audit/APPROVAL

Motion to approve the Secretary's Audit was made by Julie Crosby and seconded by Tony Gilbreth. The motion passed with all in favor.

8.3 Updated *Illinois Freedom of Information Act* Notice/APPROVAL

Motion to approve the updated *Illinois Freedom of Information Act* was made by Ann Hart and seconded by Steve Jines.

The motion passed with all in favor.

8.4 Ordinance 19-04: Building Maintenance Tax Levy/ADOPTION

Motion to adopt Ordinance 19-04: *An Ordinance to Levy and Assess a Tax for Smithton Public Library District of the County of S. Clair, State of Illinois for the Fiscal Year Beginning July 1, 2019, and Ending June 30, 2020* was made by Julie Crosby and seconded by Brett Clasquin.

The motion was passed with all in favor.

8.5 Electronic Payments and Direct Deposit/DISCUSSION and APPROVAL

After discussion as to cost/convenience aspects of electronic payments and direct deposit, a motion to approve electronic payments when feasible and also to approve direct deposit for employee payroll (beginning in January of 2020), was made by Julie Crosby and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with all in favor.

8.6 Circulation Policy (TV Series)/DISCUSSION and APPROVAL

Motion to change present policy from a one-week loan with 2 allowed renewals for TV series DVD/Blu Ray sets to a two-week loan with 2 allowed renewals was made by Brett Clasquin and seconded by Ann Hart.

The motion was passed with all in favor.

8.7 FY20 Per Capita Grant Requirement – Trustee Facts file: Chapter 11 (*Fundraising*) and Chapter 12 (*Advocacy*) /DISCUSSION

The above-listed chapters were reviewed by the Board Members.

8.8 *FY2019 Statement of Receipts and Disbursements*/APPROVAL

Motion to approve *FY2019 Statement of Receipts and Disbursements* was made by Steve Jines and seconded by Brett Clasquin.

The motion was passed with all in favor.

8.9 Other

There were no other new items at this time.

9. Board Concerns

9.1 New Law Imposes Additional Requirements on Certain Library District Annexations

The Board reviewed the document listing the new requirements for annexation.

9.2 The Board Members were advised that they must each complete an online continuing education session in order to fulfill requirements for the Per Capita Grant.

9.3 A communication was received with an invitation to an event for the Trustees to meet the IHLS Board on Tuesday, August 27th.

9.4 Closed Meeting Minutes requirements were reviewed.

10. Announcements

The next Smithton PLD Board Meeting will be on Thursday, September 19, 2019.

11. Adjournment

Motion to adjourn was made by Steve Jines and seconded by Tony Gilbreth. The motion passed and the meeting was adjourned at 8:33 pm.

Respectfully submitted,

Linda Hill, Recording Secretary