

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### Thursday, June 17, 2021, 7:00 pm

In person: 109 South Main Street, Smithton Il 62285  
Virtually via Zoom: <https://us02web.zoom.us/j/85960448221>  
By Telephone: 1-312-626-6799 | Meeting ID: 859 6044 8221

It is determined by Smithton Public Library District Board of Trustees Board President, Ron Mense, that due to the in-person gathering restrictions of the State of Illinois' 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 7:05 p.m. with the following Board Members present in person: Ron Mense and Ann Hart. Board Members Julie Crosby and Tony Gilbreth joined the meeting via Zoom. Brett Clasquin was absent. Also present in person were Library Director, Jenna Dauer, Recording Secretary, Linda Hill, and Smithton Citizen, Liz Harris.

#### 2. Citizen Comment

Liz Harris introduced herself and stated her willingness to serve on the Board.

#### 3. Approval of Minutes

A motion to approve the May 20th, 2021 Smithton Board Minutes was made by Julie Crosby and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed.

#### 4. Communications

The Director received notice of a proposed annexation hearing on July 6<sup>th</sup> at the Smithton Village Hall.

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

The May 20th, 2021 Treasurer's Report was reviewed. The check registry to date was also reviewed.

A motion to approve the Treasurer's Report/Check Registry was made by Ann Hart and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion passed.

## 6. Librarian's Report

Covid-19 re-opening plans were reviewed. The Strategic Planning Committee will continue to meet and will present their plan to the Board in November. Summer Reading Program is in full swing. The Library will be a participant in the Smithton Summer Social event. Other upcoming events were enumerated and Library statistics were reviewed. Homebound Delivery service, made possible by a grant, is in the planning stages.

A motion to approve the Librarian's Report was made by Julie Crosby and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed.

## 7. Old Business

### 7.1 Appointment of Trustees / DISCUSSION & APPROVAL

Board President Ron Mense appointed Liz Harris to the Board of Trustees.

A roll call vote was taken:

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

The motion passed.

7.2 Officer Elections & Committee Assignments for FY2022/DISCUSSION & APPROVAL

A motion to approve the following slate of officer and committee assignments was made by Tony Gilbreth and seconded by Ann Hart:

Board President	Ron Mense
Vice President	Brett Clasquin
Secretary	Tony Gilbreth
Treasurer	Ann Hart

Personnel Committee	Ron Mense
	Brett Clasquin
	Ann Hart

Building Committee	Ron Mense
	Tony Gilbreth

FOIA Rep	Tony Gilbreth
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Ethics Rep	Julie Crosby
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A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

7.3 Other

There was no other Old Business at this time.

**8. New Business**

8.1 Trustee Election / DISCUSSION & APPROVAL

A motion to accept the results of the Election was made by Liz Harris and seconded by Julie Crosby.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.2 Alarm System Contact Tree / DISCUSSION & APPROVAL

A motion to add Linda Hill to the Contact Tree was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.3 Obtaining a Library Card Addition – (Fee exemptions for Nonresident Cards for Veterans Killed or Severely Disabled in the Line of Duty) / DISCUSSION & APPROVAL

A motion to approve the proposed addition to the Policy Manual was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.4 FY2022 Technology Plan / REVIEW & APPROVAL

A motion to approve the FY2022 Technology Plan was made by Ann Hart and seconded by Liz Harris.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.5 FY2022 Working Budget / DISCUSSION & APPROVAL

A motion to approve the FY2022 Working Budget was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.6 Ordinance 21-03: *Budget and Appropriations* PRELIMINARY ADOPTION / DISCUSSION & APPROVAL

A motion to preliminarily adopt Ordinance 21-03: *Budget and Appropriations* was made by Ann Hart and seconded by Tony Gilbreth.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.7 Employee Handbook Revision (2.9.1 Lunch Hours and Work Breaks) / DISCUSSION & APPROVAL

A motion to adopt the changes to the Employee Handbook (2.9.1 Lunch Hours and Work Breaks) as suggested by the Personnel Committee was made by Liz Harris and seconded by Julie Crosby.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.8 Biannual Review of Closed Session Minutes

A motion to leave the Closed Session Minutes closed was made by Ann Hart and seconded by Tony Gilbreth.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed.

### 8.9 Other

There was no other New Business at this time.

## 9. Board Concerns

The Board extended a welcome to new member, Liz Harris.

## 10. Announcements

The next Board Meeting will be on Thursday, August 19th, 2021 at 7 pm.

## 11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Julie Crosby.

A roll call vote was taken:

Crosby:	Aye
Clasquin:	Absent
Gilbreth:	Aye
Harris:	Aye
Hart:	Aye
Mense:	Aye

The motion passed and the meeting was adjourned at 8:26 pm.

Respectfully submitted,

Linda Hill, Recording Secretary