

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

August 19, 2021

In person: 109 South Main Street, Smithton IL 62285

Virtually via Zoom: <https://us02web.zoom.us/j/83274497209>

By Telephone: 1-312-626-6799 (Chicago) | Meeting ID: 832 7449 7209

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 7:06 pm with the following Board Members present in person: Brett Clasquin, Tony Gilbreth, Liz Harris, and Ron Mense. Board Members Julie Crosby and Ann Hart were absent. Others present were Library Director, Jenna Dauer, Recording Secretary, Linda Hill, and Citizen, Zabelle Vartanian.

2. Citizen Comment

There was no citizen comment at this time.

3. Approval of Minutes

Minutes from the June 17th, 2021 regular Board meeting and the June 17th, 2021 Personnel Committee meeting were reviewed.

A motion to approve the regular June 17th, 2021 Board minutes and the June 17th, 2021 Personnel Committee minutes was made by Brett Clasquin and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed.

4. Communications

The Director received a letter from the Secretary of State announcing the Per Capita Grant awarded to the District.

5. Treasurer's Report/Approval of bills

The June and July 2021 Treasurer's Reports were reviewed. The check registry to date was also reviewed.

A motion to approve the Treasurer's Report was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed.

6. The Librarian's Report

The Director discussed current conditions in regard to COVID precautions. The Per Capita Grant letter was received. The District has applied for a "Bouncing Back from the Pandemic" Grant. A new employee has started at the Library. Past and upcoming events were enumerated. Statistics and Library Use Snapshot figures were reviewed. Summer Reading Program 2021 stats were compared with previous years' statistics. Hoopla statistics were also reviewed.

A motion to approve the Librarian's Report was made by Brett Clasquin and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed.

(At this point in the meeting, Citizen Zabelle Vartanian introduced herself and was appointed to the Board by President Ron Mense.)

7. Old Business

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

A motion to approve the proposed edit to the Library Service Policy was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed.

7.2 Appointment of Board Member to Board of Trustees / DISCUSSION & APPROVAL
Zabelle Vartanian was appointed earlier in the meeting.

7.3 Other

There was no other old business at this time.

8. New Business

8.1 Dylan Clasquin Eagle Scout Project Proposal / DISCUSSION & APPROVAL

Motion to approve Dylan Clasquin's project proposal was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed.

8.2 Ordinance 21-03: Budget and Appropriations / DISCUSSION & APPROVAL

A motion to approve Ordinance 21-03 *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2021 AND ENDING THE 30TH DAY OF JUNE 2022* was made by Brett Clasquin and seconded by Liz Harris.

A roll call vote was taken:

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

The motion was passed.

8.3 Secretary's Audit / DISCUSSION & APPROVAL

A motion to accept the Secretary's Audit was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed.

8.4 Updated Illinois Freedom of Information Act Notice / DISCUSSION & APPROVAL

A motion to update the Illinois Freedom of Information Act as written and with the addition of new Board Member Zabelle Vartanian, was made by Liz Harris and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion was passed.

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8.5 Ordinance 21-04 Building Maintenance Tax Levy / ADOPTION

A motion to adopt Ordinance 21-04 *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, 2021 AND ENDING JUNE 30, 2022*, was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed.

8.6 FY2021 Statement of Receipts and Disbursements / APPROVAL

A motion to approve the FY2021 Statement of Receipts/Revenues, Disbursements/Expenditures and Summary Statement was made by Brett Clasquin and seconded by Liz Harris.

A roll call vote was taken:

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

The motion was passed.

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8.7 Resolution 21-02 – Include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings / DISCUSSION & APPROVAL

A motion to approve the suggested resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed

8.8 FY2022 Per Capita Grant Requirement – Serving Our Public 4.0 Chapter 1 (Core Standards), Chapter 2 (Governance and Administration), and Chapter 3 (Personnel) REVIEW / DISCUSSION
The Director and the Board reviewed the required chapters.

8.9 Other

There was no other New Business at this time.

9. Board Concerns

Board Members gave an official “Welcome” to new members Liz Harris and Zabelle Vartanian. They wished Scout Dylan Clasquin “Good Luck” on his Eagle Scout project.

10. Announcements

10.1 The next Board meeting will be on Thursday, September 16th, 2021 at 7 pm.

11. Adjournment

A motion to adjourn was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed with all in favor and the meeting was adjourned at 8:48 pm.

Respectfully submitted,

Linda Hill, Recording Secretary