

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### October 21, 2021

In person: 109 South Main Street, Smithton IL 62285

Virtually via Zoom: <https://us02web.zoom.us/j/84788902717>

By Telephone: 1-312-626-6799 (Chicago) | Meeting ID: 847 8890 2717

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 7:04 pm with the following Board Members present in person: Brett Clasquin, Tony Gilbreth, Zabelle Vartanian, and Ron Mense. Board Member Julie Crosby attended via Zoom. Board members Liz Harris and Ann Hart were absent. Others present were Library Director, Jenna Dauer.

#### 2. Citizen Comment

There was no citizen comment at this time.

#### 3. Approval of Minutes

Minutes from the September 16, 2021 regular board meeting were reviewed. No additions, corrections, or deletions were noted.

A motion to approve the September 16, 2021 regular board meeting minutes was made by Zabelle Vartanian, and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed.

#### 4. Communications

The director received a letter from the Illinois Secretary of State advising that the job seekers grant had been awarded to the library district in the amount of \$6,559.00. The funds will be used

to provide access to the job seekers website. In addition, the director reported that the district will be installing new printing software on the computers which will allow patrons to print from their phones and pick it up at the library. The director expects this will be useful to patrons and save them a step in the process of printing documents at the library.

The director received an e-mail from the Illinois Emergency Management Agency and Illinois Department of Public Health inquiring as to whether the library would be interested in hosting a COVID-19 vaccination clinic. The Director indicated she was disinclined to host the clinic given space limitations and she believed the logistics would be difficult given our physical arrangement. Upon discussion, the Board members indicated that there were exists sufficient access to vaccines in and around the District's service area and the Board did not believe that the indoor library space was suitable for a vaccination clinic both from a privacy perspective and from an in-person gathering restriction perspective. Ultimately, the Board and the director agreed that the library location was not suitable for a vaccination clinic and the Director advised that she would politely decline the request from the IEMA and IDPH.

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

The September 2021 Treasurer's Report was reviewed. The check registry to date was also reviewed.

The latest Settlement sheet was reviewed.

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

A roll call vote was taken:

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

The motion passed.

## **6. The Librarian's Report**

The Director discussed recent tax revenue disbursement. We have received seven so far and the director expects one more. The director presented a profit and loss statement for the period of July 1, 2021-September 30, 2021 and as well as the 2021 Q3 (FY Q1) financial report. The Director reported that approximately 23.88% of the budget has been expended so far for first quarter of the physical year. The board had no questions or concerns. The Director reported that the Transforming community funds were used to buy a bar code scanner, a tablet for tracking check outs and deliveries, and new software for the existing hardware for the home bound delivery service. The director expects the soft launch of this program to occur the week of October 25<sup>th</sup> and to begin heavily marketing the service in November of 2021. McKenzie Widel resigned and Mary Weber was hired to take on her duties upon her departure.

The director also discussed her preference to utilize a third party service to catalog new circulation items instead of the director personally cataloging the items, which requires continuing education

for either the director or a staff member who takes on that task. The board indicated its assent to continue using the third party service that the Director has been utilizing.

A motion to approve the librarians report was made by Brett Clasquin and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed.

## **7. Old Business**

7.1 Dylan Clasquin Eagle Scout Proposal update.

Brett Clasquin gave an update on the progress of the project.

7.2 Other

There was no other old business at this time.

## **8. New Business**

8.1 Ordinance 21-05: Tax Levy/Discussion and Adoption.

The director presented Ordinance 21-05. A Motion to Adopt Ordinance 21-05: Tax Levy was made by Julie Crosby and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed.

8.2 Community Engagement, Networking, Outreach, and Programming Policy/Discussion and Adoption.

A motion to adopt the Community Engagement, Networking, Outreach, and Programming Policy was made by Brett Clasquin and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed.

8.3 FY22 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 made a captivating presentation on Chapters 8, 9, and 10 of the Standards for Illinois Public Libraries. The presentation was met with the boards rapt attention. The Director also mentioned new programming initiatives being promoted statewide. There was a discussion about continuing education opportunities for the Director and the library staff. The Director reported she remains abreast of such opportunities and pursues cost free continuing education for the staff whenever possible.

## 9. Board Concerns

There were no other Board Concerns at this time.

## 10. Announcements

10.1 The next Board meeting will be on Thursday, November 18th, 2021 at 7 pm.

## 11. Adjournment

A motion to adjourn was made by Zabelle Vartanian and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed with all in favor and the meeting was adjourned at 8:34 pm.

Respectfully submitted,

Anthony P. Gilbreth,  
Secretary of the Board