

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

January 20, 2022

In person: 109 South Main Street, Smithton IL 62285

Virtually via Zoom: <https://us02web.zoom.us/j/85130702870>

By Telephone: 1 312 626 6799 (Chicago) | Meeting ID: 851 3070 2870

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 7:10 pm with the following Board Members present in person: Brett Clasquin, Ann Hart, Liz Harris, and Ron Mense. Board Members Julie Crosby and Zabelle Vartanian were present via Zoom. Tony Gilbreth and Recording Secretary, Linda Hill were absent. Library Director, Jenna Dauer was also present.

2. Citizen Comment

None at this time.

3. Approval of Minutes

Minutes from the November 18, 2021 Board Meeting were reviewed.

A motion to approve the November 18, 2021 Board Minutes was made by Ann Hart and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed.

4. Communications

The Director shared Christmas and Thank You cards from herself and the staff. The donation requests were presented and typically declined due to [the library being] tax-supported. Millstadt Annex. – if annexing within 1 mile of this district they have to send you a letter. After researching and talking with lawyer, letter looks OK for Millstadt annex proposal. Not losing any land per

Smithton, cost \$60 for lawyer advice. Certificate of Status of Exempt Property – We have to certify each year we still own it and not leased out.

5. Treasurer’s Report/Approval of bills

The November and December Treasurer’s Reports, P+L report, spreadsheet of budget were reviewed. The check registry to date was also reviewed. FY2021 July to Dec FY2022 working budget under by 3%.

A motion to approve the November and December Treasurer’s Reports was made by Ann Hart and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion passed.

6. The Librarian’s Report

COVID-19 Update working with normal hours, masks required per Gov. Curbside if multiple employees out. FOIA Training portal now open. Officers of OMA and FOIA taken annually. New board member need it once. Job seeking website up and running.

A motion to approve the Librarian’s Report was made by Liz Harris and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed.

7. Old Business

7.1 Dylan Clasquin Eagle Scout Project Proposal Update / DISCUSSION & APPROVAL
Dropping Dylan Clasquin Eagle Project from agenda. Project complete.

7.2 Computer Area Table Purchase / DISCUSSION & APPROVAL

Egyptian Workspace – overpriced

Looking at 4 desks from Amazon with cable management. Mural artwork above.

7.3 Other

There was no other old business at this time.

8. New Business

8.1 Illinois Libraries Present Program (6 month Pilot) Inter-governmental Agreement / DISCUSSION & APPROVAL

Cost \$40

A motion to move forward was made by Zabelle Vartanian and seconded by Ann H

A roll call vote was taken:

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

The motion passed.

8.2 Common Loan Periods – Circulation Policy Revision / DISCUSSION & APPROVAL

Director recommends sticking with SPLD policy instead of joining the requirements of IHLS or OCLC – because not every library is going to follow – not advantageous – not at this times. We already do most. Will do common loans already in place.

8.3 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Board bylaws Possible Edit – Remote Attendance Wording / DISCUSSION & APPROVAL

New wording presented this meeting and voted on adoption next meeting.

9.2 Sexual Harassment Training – Recommended for ALL Board Members (Annually) / DISCUSSION

Recommend ALL board members annually. Can turn in work certificate if already done through employer. Half hour Powerpoint and sign certificate of completion. Try to do and return by end of month.

9.3 Other

There were no other Board Concerns at this time.

10. Announcements

10.1 The next Board meeting will be on Thursday, February 17th, 2022 at 7 pm.

11. Adjournment

A motion to adjourn was made by ?? and seconded by ??.

A roll call vote was taken:

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

The motion passed with all in favor and the meeting was adjourned at 8:17 pm.

Respectfully submitted,

Brett Clasquin, Acting Recording Secretary

Typed from hand-written minutes by Jenna Dauer, SPLD Library Director