

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

March 17th, 2022

In person: 109 South Main Street, Smithton IL 62285
Virtually via Zoom: <https://us02web.zoom.us/j/82863064807>
By Telephone: 1-312-626-6799 | Meeting ID: 828 6306 4807

It is determined by Smithton Public Library District Board of Trustees Board President, Ronald 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.

1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:02 pm with the following Board Members present: Ron Mense, Tony Gilbreth, Liz Harris, and Zabelle Vartanian. Board Member Julie Crosby joined the meeting via Zoom. Board Member Ann Hart came in at 7:03 pm. Board Member Brett Clasquin was absent. Also present in person were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

2. Citizen Comment

There was no citizen comment at this time.

3. Approval of Minutes

Minutes from the March 3rd, 2022, Board Meeting were reviewed (from the rescheduled February 17, 2022 meeting).

A motion to adopt the minutes was made by Liz Harris and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion passed.

4. Communications

A letter from the Illinois State Library was received to remind the Board that the State Librarian must be informed if there is a board vacancy and when the vacancy is filled. There was also a notification of a proposed bill stating that elected official vacancies must be posted on the Library website and the Country Clerk's website.

5. Treasurer's Report/Approval of bills

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

A motion to approve the Treasurer's Report and check registry was made by Ann Hart and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed.

6. Librarian's Report

The Director reviewed current Library status due to COVID-19. The Director explained the possible change from Google Workspace to Microsoft 365 for office use. The Library will also be switching from Paycor Payroll service to Quickbooks Enhanced Payroll. Past, current, and future events were enumerated and Library statistics were reviewed.

A motion to approve the Librarian's Report 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
Vartanian:	Aye

The motion passed.

7. Old Business

7.1 Recognition of Board Members' Long-time Service Display / DISCUSSION & APPROVAL

The Board decided to put up a general plaque honoring the long-time serving Library Board members and volunteers.

7.2 Update on FDIC-Insured Investment with LPL Financial / DISCUSSION & APPROVAL

The Director gave an update on the LPL investment. No approval vote was needed at this time.

7.3 Other

There was no other Old Business at this time.

8. New Business

8.1 Circulation Policy Update / Discussion & Approval

The Director explained the need to update the Circulation Policy on Hotspot lending (updating it to read a two-week lending period instead of a one-week lending period). It was agreed that puzzle-lending would be covered under the "general material" designation of the Circulation policy. Based on feedback from the Board, the Director will formulate a checkout procedure for the chess/checker pieces for the outside chess/checker board set.

A motion to update the reading of the Hotspot Circulation Policy from a one-week loan period to a two-week loan period was made by Zabelle Vartanian and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed.

8.2 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Question about Author Visit with Dog Outside at Library.

After discussion, the Board agreed that dogs are not allowed on the property unless in accordance with the official policy.

9.2 Other

There were no other Board Concerns at this time

10. Announcements

The next Board Meeting will be on Thursday, April 21st, 2022, at 7 pm.

11. Adjournment

A motion to adjourn the meeting 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
Vartanian:	Aye

The motion passed and the meeting was adjourned at 7:58 pm.

Respectfully submitted,

Linda Hill, Recording Secretary