

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
~~**August 18, 2022**~~
Postponed to August 25th, 2022

In-Person: 109 S. Main Street, Smithton IL 62285

1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:03 p.m. with the following Board Members present: Liz Harris, Tony Gilbreth, Ron Mense, and Zabelle Vartanian. Board Member Brett Clasquin arrived later in the meeting. Board Member Ann Hart was absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

2. Citizen Comment

There was no citizen comment at this time.

The following items on the agenda (Items 3-6) were approved as a whole by vote under a consent agenda:

3. Approval of Minutes

Minutes from the June 16th, 2022 Board meeting were reviewed.

4. Communications

The District received a letter of resignation from Board Member, Julie Crosby. The State of Illinois sent an Illinois State Library Newsletter for the Board. Information regarding the "Day of Learning" Event for Board members was also received. (Trustee Brett Clasquin joined the meeting at this time.)

5. Treasurer's Report/Approval of bills

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

6. The Librarian's Report

The Director presented statistics on the 2022 Summer Reading Program. She also asked a question about allowing tutoring at the Library. Tutoring situations will be reviewed on a case-by-case basis. The Board discussed installing security cameras at the Library. The Director will be out from September 22nd-September 23rd for surgery. The IPLAR (Illinois Public Library Annual Report) will be filed at the end of August. The Board reviewed the tax settlement sheet for Tax Year 2021. Statistics and Library Use Snapshot figures were reviewed.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Liz Harris and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion was passed with 5 in favor and none opposed.

7. Old Business

7.1 Teen Liaison Advisor Selection Process / DISCUSSION & APPROVAL

A motion to adopt the Teen Liaison Board Description for Smithton PLD Bylaws was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A vote was taken and the motion passed with all in favor.

7.2 Other

There was no other Old Business at this time.

8. New Business

8.1 Teen Liaison Advisor Selection Process / DISCUSSION & APPROVAL

The Director will post the opening at the Library. A letter will also be sent to school counselors. Applications will be reviewed in September. No vote was necessary at this time.

8.2 Ordinance 22-03: Budget and Appropriations / ADOPTION

A motion to adopt Ordinance 22-03: *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF July, 2022 AND ENDING THE 30TH DAY OF JUNE 2023* was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

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

The motion was passed with 5 in favor and none opposed.

8.3 Proposed Edit to Employee Handbook – Bereavement Leave / DISCUSSION & APPROVAL
The Board decided to table this vote, pending upcoming changes to Illinois law.

8.4 New Copier Purchase / DISCUSSION & APPROVAL

A motion to purchase the Sharp BP-70C31 Copier and accompanying maintenance contract at a cost of \$5,499 with additional charges per copy, was made by Liz Harris and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with 5 in favor and none opposed.

8.5 Secretary's Audit / DISCUSSION & APPROVAL

A motion to approve the Secretary's Audit for Fiscal Year 2022 was made by Brett Clasquin and seconded by Zabelle Vartanian.

A vote was taken and the motion passed with all in favor.

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

A motion to adopt the updated Illinois Freedom of Information Act was made by Liz Harris and seconded by Brett Clasquin.

A vote was taken and the motion passed with all in favor.

8.7 Ordinance 22-04: Building Maintenance Tax Levy / DISCUSSION & APPROVAL

A motion to adopt Ordinance 22-04 *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, 2022 AND ENDING JUNE 30, 2023*, was made by Tony Gilbreth and seconded by Zabelle Vartanian.

A vote was taken and the motion passed with all in favor.

8.8 Photography and Filming Policy / DISCUSSION & APPROVAL

A motion to adopt the Photography and Filming Policy as presented was made by Tony Gilbreth and seconded by Zabelle Vartanian.

A vote was taken and the motion passed with all in favor.

8.9 Employee Handbook Section 3.4.4 *Family Medical Leave Act (FMLA)* policy edit / DISCUSSION & ADOPTION

A motion to adopt the *Family Medical Leave Act (FMLA)* edit was made by Brett Clasquin and seconded by Liz Harris.

A vote was taken and the motion passed with all in favor.

8.10 FY2022 Statement of Receipts and Disbursements / DISCUSSION & APPROVAL

A motion to accept the FY2022 Statement of Receipts and Disbursements was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A vote was taken and the motion passed with all in favor.

8.11 FY 2023 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 Board and Director reviewed the listed chapters and determined that the District was in compliance with the standards.

8.12 Transfer Funds to Special Reserve Fund / DISCUSSION & APPROVAL

A motion to leave the funds where they are currently was made by Brett Clasquin and seconded by Tony Gilbreth.

A vote was taken and the motion passed with all in favor.

8.13 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Appointment of Trustees / DISCUSSION & APPROVAL

The Board discussed the appointment of Trustees, and it was decided that the Director will advertise the open Board positions.

10. Announcements

Next Board Meeting: September 15, 2022, 7 pm

11. Adjournment

A motion to adjourn was made by Tony Gilbreth and seconded by Liz Harris.

The motion passed with all in favor and the meeting was adjourned at 8:58 pm.

Respectfully submitted,

Linda Hill
Recording Secretary