

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### October 20, 2022

#### 1. Call to Order/Roll Call

The meeting was called to order by President, Ron Mense, at 7:01 p.m. with the following Board Members present: Brett Clasquin, Liz Harris, Tony Gilbreth, and Ron Mense. Board Members Ann Hart and Zabelle Vartanian were 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

The Board reviewed the September 15, 2022 minutes.

#### 4. Communications

The District received a letter from the Illinois Secretary of State's Office in regards to filling the vacant trustee position.

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

The September Treasurer's Report and the check registry to date were reviewed.

#### 6. The Librarian's Report

The 7<sup>th</sup> Tax Settlement was received. The Director is investigating a partnership with the Village for the construction of a permanent Story Walk. The Bouncing Back grant has been completed. The District is still waiting to receive the new copier. Holiday hours were reviewed. Upcoming programming events and Library statistics were reviewed.

A motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Brett Clasquin and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with 4 in favor and none opposed.

## 7. Old Business

### 7.1 Teen Liaison Advisor Selection Process / DISCUSSION & APPROVAL

There have been no applicants, so no vote was necessary.

### 7.2 Proposed Edit to Employee Handbook – Bereavement Leave / DISCUSSION & APPROVAL

This item will be discussed at the November Board Meeting.

### 7.3 Teen Liaison Advisor Committee Appointment / DISCUSSION & APPROVAL

No appointment is needed at this time.

### 7.4 Decennial Committees on Local Government Consolidation and Efficiency Act Committee Appointment / DISCUSSION & APPROVAL

The District is waiting for more information before appointing a committee member.

### 7.5 Other

There was no other Old Business to address at this time.

## 8. New Business

### 8.1 Ordinance 22-05: Tax Levy/ DISCUSSION & ADOPTION

A motion to adopt Ordinance 22-05: *ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY, 2022 AND ENDING THE 30<sup>TH</sup> DAY OF JUNE, 2023* was made by Tony Gilbreth and seconded by Brett Clasquin.

A roll call vote was taken:

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

The motion was passed with 4 in favor and none opposed.

### 8.2 FY2022 Per Capita Grand 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 Board discussed the required chapters.

## **8. New Business, cont.**

8.3 Social Work Intern at the library, beginning January 2023 / DISCUSSION & APPROVAL  
After discussion, the Board suggested that more investigation of the insurance policy provisions specified in this agreement is necessary. The Director will check with the insurance company and college about this and also, what the requirements are for a Field Agent to monitor the intern. No vote was taken at this time.

8.4 Other

There was no other New Business at this time.

## **9. Board Concerns**

9.1 Appointment New Board Member / DISCUSSION & APPROVAL

No Board Member was appointed at this time.

9.2 Surety Bond – Name “Treasurer” instead of “Ann Hart” / DISCUSSION & APPROVAL

A motion to change the designation on the Surety Bond from “Ann Hart” to “Treasurer” was made by Brett Clasquin and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion was passed with 4 in favor and none opposed.

## **10. Announcements**

Next Board Meeting: Thursday, November 17, 2022, 7 pm.

## **11. Adjournment**

A motion to adjourn was made by Tony Gilbreth and seconded by Brett Clasquin. The motion passed with all in favor and the meeting was adjourned at 8:17 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary