

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

September 15, 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 7:04 p.m. with the following Board Members present: Liz Harris, Tony Gilbreth, Ron Mense, Ann Hart, and Zabelle Vartanian. Board Member Brett Clasquin 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

3.1 Budget and Appropriations Public Hearing Meeting, August 18, 2022
Minutes from the August 18th, 2022 Budget and Appropriations Hearing were reviewed.

3.2 Board of Trustees Regular Meeting, August 25, 2022
Minutes from the August 25th, 2022, Regular Board Meeting were reviewed.

4. Communications

The District received a letter from Homefield Energy. Also received was notification of some parcel annexation.

5. Treasurer's Report/Approval of bills

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

6. The Librarian's Report

Items of note on the Librarian's report were the receipt of the 5th Tax settlement, and the submission of the IPLAR (Illinois Public Library Annual Report). There have been no applications for the Teen Liaison Position. Patron Appreciation Week is September 19 – 23. Upcoming programming events were enumerated. Library statistics were reviewed.

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

A roll call vote was taken:

| | |
|------------|--------|
| Clasquin: | Absent |
| Gilbreth: | Aye |
| Hart: | Aye |
| 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

There was no discussion at this time.

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

The Director will wait to finalize this edit until after she attends a Rails Members' meeting where the subject will be further discussed.

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

A motion to adopt the edit of the FMLA policy was made by Tony Gilbreth and seconded by Liz Harris.

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

7.4 Other

There was no other Old Business at this time.

8. New Business

8.1 Teen Liaison Advisor Committee Appointment / DISCUSSION & APPROVAL

It was not necessary to form a committee at this time.

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

The Director will seek out more information about this Act before the Board appoints a committee.

8.3 FY2022 Per Capita Grand Requirement – *Serving Our Public 4.0* Chapter 4 (“Access”), Chapter 5 (“Building Infrastructure and Maintenance”), Chapter 6 (“Safety”) and Chapter 7 (“Collection Management”) Review / DISCUSSION
The Board reviewed the required chapters.

8.4 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Appointment of Trustee / DISCUSSION & APPROVAL

Trustee appointments will be discussed when candidates have applied.

10. Announcements

Next Board Meeting: Thursday, October 20, 2022, 7 pm

11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Liz Harris.

The motion passed with all in favor and the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Linda Hill

Recording Secretary