

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### November 17, 2022

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

The meeting was called to order by President, Ron Mense, at 7:08 p.m. with the following Board Members present: Brett Clasquin, Liz Harris, Tony Gilbreth, Zabelle Vartanian, and Ron Mense. Board Member Ann Hart was absent. Also present were Library Director, Jenna Dauer, Recording Secretary, Linda Hill, and Citizens Mary Sue Iverson and Sarah Mueth.

#### **2. Citizen Comment**

Mary Sue Iverson introduced herself and stated her willingness to serve on the Board. Sarah Mueth also introduced herself.

**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 October 20<sup>th</sup>, 2022 minutes.

#### **4. Communications**

The District received an invitation to the Scheffel Boyle Holiday Open House. Also received was a Municipal Minute email about the Illinois bill on filling Library District Board Vacancies prior to May 27, 2022, and an email from Aurora University containing information about Sarah Mueth's Social Work internship.

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

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

#### **6. The Librarian's Report**

The Director reported that she is investigating a partnership project with the Village to construct a Story Walk at the Park. The Bouncing Back from the Pandemic Grant post-report was submitted. The Friends of the Library Book Sale made over \$1,000. The Winter Reading Program will begin on December 1. The Board reviewed the quarterly financial report. 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 Zabelle Vartanian 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.

## 7. Old Business

**(Note: Board President Ron Mense opted to move Item 7.3 to first place on the Old Business Agenda)**

7.3 Social Work Intern at the Library, beginning January 2023 / DISCUSSION & APPROVAL

Social Work Intern, Sarah Mueth, presented a plan for her proposed work at the Library.

A motion to authorize Board President, Ron Mense, and Library Director, Jenna Dauer, to sign the contract with Aurora University for the Sarah Mueth internship with Board Member Zabelle Vartanian as Field Agent, was made by Tony Gilbreth and seconded by Brett Clasquin.

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

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

The Director is waiting for examples of verbiage in order to formulate this policy edit.

7.2 Decennial Committee on Local Government Consolidation / DISCUSSION & APPROVAL

The Board discussed the appointment of the Committee and decided to wait, due to current Board position turnover.

7.4 Other

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

## 8. New Business

### 8.1 FY22 Annual Financial Report (3/5ths vote) / DISCUSSION & APPROVAL

A motion to accept the 2022 Annual Financial Report for the District 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: Aye

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

### 8.2 Ordinance 22-05: Tax Levy - Correction / DISCUSSION & APPROVAL

A motion to amend Ordinance 22-05 to levy \$10,000 for the Social Security Fund (and also levy \$16,850 for Liability Insurance) 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 Ameren Illinois Electric Supply Choice / DISCUSSION & APPROVAL

A motion to chose Homefield Energy as the District's electricity supplier was made by Brett Clasquin and seconded by Liz Harris.

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

8.4 FY2022 Per Capita Grand Requirement – *Serving Our Public 4.0* Chapter 11 (“Youth/Young Adult Services”); Chapter 12 (“Technology”); and Chapter 13 (“Marketing, Promotion and Collaboration”) / DISCUSSION  
The Board reviewed the required chapters.

#### 8.5 Other

There was no other New Business at this time.

### **9. Board Concerns**

#### 9.1 Appointment New Board Member / DISCUSSION & APPROVAL

President Ron Mense appointed Mary Sue Iverson to the Library Board.

#### 9.2 Other Business

President Ron Mense tendered his letter of resignation to Board Secretary, Tony Gilbreth. Board Members expressed appreciation to Ron for his 28 years of service to the Library District.

(At this point in the meeting, Vice President Brett Clasquin took over as Acting President.)

### **10. Announcements**

10.1 Next Board Meeting: Thursday, January 19<sup>th</sup>, 2023, 7 pm.

#### 10.2 Other

There were no other announcements at this time.

### **11. Adjournment**

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

The motion passed with all in favor and the meeting was adjourned at 8:18 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary