

# SMITHTON PUBLIC LIBRARY DISTRICT

## Board Meeting Minutes

### January 19, 2023

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

The meeting was called to order by Vice President, Brett Clasquin, at 7:03 p.m. with the following Board Members present: Brett Clasquin, Liz Harris, Tony Gilbreth, Mary Sue Iverson, and Tony Gilbreth. Board Member Ann Hart arrived later. Board Member Zabelle Vartanian 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**

The Board reviewed the November 17, 2022 minutes.

#### **4. Communications**

The District received: 1) Thank you notes from Staff for the Christmas bonus; 2) a Certificate of Status of Exempt Property form; 3) A letter from the Illinois Secretary of State reminding the Board that it needs to appoint a trustee to the vacant position; 4) the final tax settlement sheet and the mobile home tax settlement sheet.

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

The November Treasurer's Report and the check registry to date were reviewed. Bookkeeper Judy Buerck completed the tax forms and W2s were given to employees. The Board reviewed the Working Budget quarterly report for July – December 2022 and the Profit and Loss statement. (Board Member Ann Hart joined the meeting at this time.)

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

The Board discussed renewal choices for phone service with ATT. The Per Capita Grant, ILLINET Traffic Survey and Board information for the Statement of Economic Interest has been submitted. The new copier has been installed. New databases have been added. Incidents with the microwave and burst piper were discussed. Past and Upcoming programming events were enumerated and 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 Liz Harris.

A roll call vote was taken:

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

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

**9. Board Concerns** (this agenda item was moved forward at the discretion of Board Vice President, Brett Clasquin)

9.1 Appointment New Board Member / DISCUSSION & APPROVAL

No Board Member was appointed at this time.

9.2 Smithton PLD Board of Trustees' Appointment of Officers / DISCUSSION & APPROVAL

The following were appointed to the designated offices:

Board President:	Brett Clasquin
Vice President :	Liz Harris
Secretary :	Tony Gilbreth
Treasurer :	Ann Hart

A motion to approve the proposed slate of Board Officers was made by Liz Harris and seconded by Tony Gilbreth.

A roll call vote was taken:

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

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

9.3 Designate New Signers at Banks / DISCUSSION & APPROVAL

Former Board Member Ron Mense will be removed as signatory. No vote was necessary at this time.

9.4 Designate New Phone Tree contacts for Alarm System / DISCUSSION & APPROVAL  
Judy Buerck will be removed from the phone tree since she now lives in Missouri. Liz Harris will be the new contact.

9.5 Statement of Economic Interest Names Submitted / DISCUSSION & APPROVAL  
The names have been submitted. No vote was necessary.

9.6 Other  
There were no other Board concerns at this time.

## **7. Old Business**

7.1 Proposed Edit to Employee Handbook – Bereavement Leave / DISCUSSION & APPROVAL  
No changes were made at this time.

7.2 Decennial Committees on Local Government Consolidation and Efficiency Act Committee Appointment / DISCUSSION & APPROVAL  
No discussion at this time.

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

## **8. New Business**

8.1 New Windows at the Front of the Library / DISCUSSION & APPROVAL  
The Board asked the Director to obtain price quotes and options for replacement.

8.2 Burst Pipe in Furnace Room – Possible Insurance Claim / DISCUSSION & APPROVAL  
The Board advised that the District proceed with the insurance claim. No vote was needed.

8.3 Toilets' Innards Replacements & Hot Water Expansion Tank Replacement / DISCUSSION & APPROVAL

A motion to replace the toilet parts and hot water expansion tank and outside spigot using Hammbones Plumbing for a cost of \$600 was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

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

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

#### 8.4 Fix Heat to Furnace Room

The Director will investigate the issues with the vent before proceeding with any changes to the heating system.

#### 8.5 Other

There was no other New Business at this time.

### **9. Board Concerns** (this item was moved to earlier in the Agenda)

### **10. Announcements**

Next Board Meeting: Thursday, February 16, 2023 at 7 pm.

### **11. Adjournment**

A motion to adjourn was made by Ann Hart and seconded by Tony Gilbreth. The motion passed with all in favor and the meeting was adjourned at 9:14 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary