

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

February 16, 2023

1. Call to Order/Roll Call

The meeting was called to order by President, Brett Clasquin, at 7:06 p.m. with the following Board Members present: Brett Clasquin, Liz Harris, Tony Gilbreth, Mary Sue Iverson, Ann Hart, and Zabelle Vartanian. Others present were Library Director, Jenna Dauer, Citizen Stephanie Sakran, and Recording Secretary, Linda Hill.

(At the discretion of the Board President, Agenda Item 9.1 "Appoint New Board Member / DISCUSSION & APPROVAL" was moved to this point in the meeting.)

9.1 Appoint New Board Member / DISCUSSION & APPROVAL

Stephanie Sakran introduced herself to the Board. President Brett Clasquin appointed Stephanie to the vacant board seat.

A motion to approve the appointment of Stephanie Sakran to the Smithton Public Library District Board of Trustees was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

| | |
|------------|-----|
| Clasquin: | Aye |
| Gilbreth: | Aye |
| Harris: | Aye |
| Hart: | Aye |
| Iverson: | Aye |
| Vartanian: | Aye |

The motion passed with all in favor and Stephanie Sakran was welcomed to the Board

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 January 19, 2023 board meeting were reviewed.

4. Communications

The Director received the following communications: 1) *A Municipal Minute* regarding Remote Board meetings; 2) a request from Freeburg High School for post-prom donations.

5. Treasurer's Report/Approval of bills

The January Treasurer's Report was reviewed. The check registry to date was also reviewed. The first installment of the insurance money for the burst pipe work was received.

6. The Librarian's Report

The Director is still in communication with the Village about the construction of a Story Walk. The Annual Certification paperwork has been submitted. There is an upcoming conference for library workers. The Director gave a report on Social Work Intern Sarah Mueth's activities. Work to repair the damage from the burst pipe continues. Upcoming events and Library usage stats were enumerated.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda (with correction of typographical error in the minutes under the "Announcements") was made by Ann Hart and seconded by Mary Sue Iverson.

A roll call vote was taken:

| | |
|------------|-----|
| Clasquin: | Aye |
| Gilbreth: | Aye |
| Harris: | Aye |
| Hart: | Aye |
| Iverson: | Aye |
| Sakran: | Aye |
| Vartanian: | Aye |

The motion passed with all in favor.

7. Old Business

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

After discussion, Board Member Tony Gilbreth will draft the new policy edit to be voted on at the March meeting.

7. Old Business, cont.

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

The requirements for this Committee are still being investigated by the Director.

7.3 Fix Heat to the Furnace Room / DISCUSSION & APPROVAL

A motion to install a supply register to the furnace room for a cost of \$295 with the work to be done by Beloman was made by Tony Gilbreth and seconded by Ann Hart.

A roll call vote was taken:

| | |
|------------|-----|
| Clasquin: | Aye |
| Gilbreth: | Aye |
| Harris: | Aye |
| Hart: | Aye |
| Iverson: | Aye |
| Sakran: | Aye |
| Vartanian: | Aye |

The motion passed with all in favor.

7.4 Designate New Signers at Banks / DISCUSSION & APPROVAL

A motion to remove Ron Mense as signatory on all bank accounts and to add Brett Clasquin as the third signatory on all accounts, was made by Liz Harris and seconded by Tony Gilbreth.

A roll call vote was taken:

| | |
|------------|-----------|
| Clasquin: | Abstained |
| Gilbreth: | Aye |
| Harris: | Aye |
| Hart: | Aye |
| Iverson: | Aye |
| Sakran: | Aye |
| Vartanian: | Aye |

The motion passed with all in favor.

7.5 Other

There was no other Old Business at this time.

8. New Business

8.1 New Windows at the Library / DISCUSSION & APPROVAL

The Board reviewed proposals, options, and price quotes for window replacements. The Director will do further research before the proposals will be put to a vote.

8.2 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Appoint New Board Member / DISCUSSION & APPROVAL

(This item was moved to the beginning of the Agenda.)

9.2 Committee Assignments / DISCUSSION & APPROVAL

The Director passed out a sheet with the various committees listed and their functions described. The Board will wait until after the April elections to decide on committee appointments.

9.3 Other

There were no other Board Concerns at this time.

10. Announcements

10.1 Next Smithton PLD Board Meeting

The next Board meeting will be on Thursday, March 16, 2023 at 7 p.m.

11. Adjournment

Motion to adjourn was made by Zabelle Vartanian and seconded by Tony Gilbreth.

The motion was passed with all in favor and the meeting was adjourned at 8:40 pm.

Respectfully submitted,

Linda Hill, Recording Secretary