

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

May 18, 2023

1. Call to Order/Roll Call

The meeting was called to order by President, Brett Clasquin, at 7:02 p.m. with the following Board Members present: Brett Clasquin, Tony Gilbreth, Liz Harris, Mary Sue Iverson, Stephanie Sakran, and Zabelle Vartanian. Board Member Ann Hart was absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

(At the discretion of the Board President, Agenda item 8.3 *360 Digital Pictures, and Virtual Tour Presentation / DISCUSSION & APPROVAL* was moved to this spot on the agenda.)

8.3 360 Digital Pictures, and Virtual Tour Presentation / DISCUSSION & APPROVAL

The Board met with Midwest Pano via Zoom and viewed their presentation.

A motion to hire Midwest Pano to do a digital tour and panoramic pictures of the Library building was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion passed with all present in favor (one absent).

2. Citizen Comments

There were no citizen comments 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 Regular Meeting – March 16, 2023

The Board reviewed the March 16, 2023 minutes. A correction was made to add Board Member Stephanie Sakran to the list of those present at the meeting.

3.2 Regular Meeting – April 20, 2023

The Board reviewed the April 20, 2023 minutes.

4. Communications

The District received a letter from the Village about a proposed annexation. Communication from Lazarware was received, advising of a change in software necessary for the Library's patron computers. A notification of anti-book-banning legislation was received from the Illinois Secretary of State.

5. Treasurer's Report/Approval of bills

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

(At the discretion of the Board President, *Agenda item 8.1 Decennial Committees on Local Government Consolidation and Efficiency Act Committee Meeting / DISCUSSION & APPROVAL*, was moved to this spot on the agenda.)

8.1 Decennial Committees on Local Government Consolidation and Efficiency Act Committee Meeting / DISCUSSION & APPROVAL

The meeting was called to order at 7:40 pm.

The Board and local committee members met and began the reporting process. (Community/Library representative members Piper Brown and Donna Laporte joined the meeting at this time.)

A motion to adjourn the Decennial Committee meeting was made by Tony Gilbreth and seconded by Brett Clasquin.

A vote was taken and all were in favor, and the Decennial Committee meeting was adjourned at 7:53 pm.

6. The Librarian's Report

The Story Walk is still under discussion with the Village Board. The Director will meet with them on May 23, 2023, for further discussion. The Board discussed the Friends of the Library's proposal to have a "Bags and Bourbon Bingo" event. The Director will investigate to find out if other library Friends' groups have done this. Several staff members will be taking PurpleOne training. The Library will initiate a temporary "Fine Free" status on children's items for the summer (June – August). Summer Reading will begin on May 22, 2023. There is a Library-sponsored "Goat Yoga" event on June 9th at the Village Park. Lavender Mountain Crafts will have a Fourth of July Wooden Door sign craft in June. Illinois State Representative Schmidt's Summer Reading Program was discussed. Past and present Library programming was reviewed. Library circulation statistics were reviewed.

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

A roll call vote was taken:

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

The motion passed with all present in favor (one absent).

7. Old Business

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

Board Secretary Tony Gilbreth explained the legal requirements for bereavement leave. He will draft a policy for the Board to consider at the June 15th meeting.

7.2 Other

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

8. New Business

8.1 Decennial Committees on Local Government Consolidation and Efficiency Act Committee Meeting / DISCUSSION & APPROVAL
Moved to earlier in the agenda.

8.2 FY2024 Board Meeting Schedule (Ordinance 24-01) / DISCUSSION & APPROVAL

A motion to adopt Ordinance 24-01 *FY2024 Board Meeting Schedule* was made by Tony Gilbreth and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed with all present in favor (one absent).

8.3 360 Digital Pictures, and Virtual Tour Presentation / DISCUSSION & APPROVAL
Moved to earlier in the agenda.

8.4 Draft Budget Presentation / REVIEW

The Board reviewed the budget to be voted on at the June 15, 2023 meeting.

8.5 Employee Handbook Review: Personnel Job Descriptions & Pay Scale / DISCUSSION & APPROVAL

A motion to adopt the updated personnel job descriptions and pay scale as proposed by the Personnel Committee was made by Tony Gilbreth and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all present in favor (one absent).

8.6 Director Evaluation Form Creation / DISCUSSION & APPROVAL

The Board discussed the various evaluation forms and chose some which they thought would be helpful. They decided to jointly fill out one of the forms by consent at a closed-session meeting, perhaps in June.

8.7 Volunteer (under 16 years of age) Agreement / DISCUSSION & APPROVAL

A motion to adopt the proposed Volunteer Policy Agreement was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed with all present in favor (one absent).

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8.8 Other

There was no other New Business at this time.

9. Board Concerns

9.1 Election Results / DISCUSSION & APPROVAL

These will be discussed at the June meeting.

9.2 Other

There were no other Board Concerns to address at this time.

10. Announcements

Next Board Meeting: Thursday, June 15, 2023, 7 pm

11. Adjournment

A motion to adjourn was made by Zabelle Vartanian and seconded by Stephanie Sakran. The motion passed with all in favor and the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Linda Hill
Recording Secretary