

**SMITHTON PUBLIC LIBRARY DISTRICT**  
**Board Meeting Minutes**  
**August 17, 2023**

**The following items on the agenda (Items 1-6) were approved as a whole by vote under a consent agenda:**

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

The meeting was called to order by Board Secretary/Acting President, Tony Gilbreth, at 7:08 p.m. with the following Board Members present: Tony Gilbreth, Mary Sue Iverson, Stephanie Sakran, and Zabelle Vartanian. Board Members Brett Clasquin, Liz Harris, and Ann Hart were absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill. Acting President, Tony Gilbreth, appointed Board Member, Zabelle Vartanian, as Acting Secretary.

**2. Citizen Comments**

There were no citizen comments at this time.

**3. Approval of Minutes**

The Board reviewed the June 15, 2023 minutes.

**4. Communications**

The District received a letter from the Village Zoning Board about a proposed zoning change meeting. Notification was also received from the Illinois General Assembly announcing a program related to the Property Tax Standard Homestead Exemption for Veterans with Disabilities.

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

The June and July Treasurer's Reports and the check registries to date were reviewed. The Board also reviewed the FY23 Profit & Loss statement.

**6. The Librarian's Report**

The Story Walk is on its way to completion! Sarah Mueth's internship is completed. The virtual tour is live. Summer Reading statistics were great. Past & present Library programming and library statistics were reviewed.

A motion to approve Agenda Items 1-6 as a whole under a consent agenda was made by Mary Sue Iverson and seconded by Zabelle Vartanian.

A roll call vote was taken:

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

The motion passed with all present in favor.

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

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

The Decennial Committee was called to order at 7:45 pm with the following members present: Director Jenna Dauer, Tony Gilbreth, Mary Sue Iverson, Donna Laporte, Stephanie Sakran, and Zabelle Vartianian. Committee member Piper Brown was absent.

The Committee reviewed the report and discussed ways of improving Library efficiency.

A motion to approve the Decennial Committee report with designated changes was made by Mary Sue Iverson and seconded by Stephanie Sakran.

A vote was taken. All were in favor and the motion passed.

The meeting was adjourned at 7:53 pm.

## 7. Old Business

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

After discussion, the Board decided to wait on a vote until more members were present. The proposed edit will be on the September agenda.

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 Teen Liaison Advisor Selection Process – Deadlines / DISCUSSION

The Board decided to review applications for the position at the September meeting.

8.3 Trees on Library Property – Cleanup or removal – quote from Meurer Brothers Tree Care Professionals / DISCUSSION & APPROVAL

The Board will hold off discussion on the quote until more Board Members are present.

8.4 Ordinance 23-03: *Budget and Appropriations* / DISCUSSION & APPROVAL

A motion to approve Ordinance 23-03: *Budget and Appropriations* was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all present in favor.

8.5 Collection Development Policy Review / REVIEW, DISCUSSION & APPROVAL

A motion to add the *Public Library Request for Reconsideration of Material Form* to the District's Collection Development Policy was made by Mary Sue Iverson and seconded by Stephanie Sakran.

A vote was taken. All present were in favor and the motion passed.

8.6 Secretary's Audit / DISCUSSION & APPROVAL

A motion to approve the Secretary's Audit and authorize Acting Secretary Zabelle Vartanian to execute it on behalf of the Board, was made by Mary Sue Iverson and seconded by Zabelle Vartanian.

A vote was taken. All present were in favor and the motion passed.

8.7 Updated Illinois Freedom of Information Act Notice / DISCUSSION & APPROVAL

A motion to adopt the updated Illinois Freedom of Information Act (5 ILCS 140) with corrections to Board officers' names was made by Mary Sue Iverson and seconded by Zabelle Vartian.

A vote was taken. All present were in favor, and the motion passed.

8.8 Ordinance 23-04: *Building Maintenance Tax Levy*

A motion to approve Ordinance 23-04: *Building Maintenance Tax Levy* was made by Mary Sue Iverson and seconded by Stephanie Sakran.

A roll call vote was taken:

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

The motion passed with all present in favor.

8.9 FY2023 Statement of Receipts and Disbursements / DISCUSSION & APPROVAL

A motion to approve the FY23 Statement of Receipts and Disbursements was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all present in favor.

8.10 FY2024 Per Capita Grant Requirement – *Serving Our Public 4.0* Chapter 1 (“Core Standards”), Chapter 2 (“Governance and Administration”) and Chapter 3 (“Personnel”) Review / DISCUSSION

The Board reviewed the required chapters.

8.11 Transfer Funds to Special Reserve Fund / DISCUSSION /& APPROVAL

No action was deemed necessary at this time. The Board will resume discussion of this item at the September meeting.

8.12 Paid leave for All Workers Act / DISCUSSION

The Director wishes to obtain more information on how this policy needs to be worded, so this discussion will be moved to the September Board meeting.

8.13 Windows at the Library / DISCUSSION & APPROVAL

The Board moved this item to the September meeting agenda.

8.14 HVAC Maintenance Agreement / DISCUSSION & APPROVAL

A motion to adopt Beloman as the District's HVAC maintenance company with the purchase of a Silver Membership was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all present in favor.

8.15 Smithton PLD Board Bylaws Edit – Remote Attendance at Meetings / DISCUSSION

The Board discussed the changes in the District's bylaws which will be voted on at the September meeting.

8.16 Other

There was no other new business to discuss at this time.

**9. Board Concerns**

9.1 Other

The Director informed the Board that they are required to take Anti-Sexual Harrassment training.

Also, there are two training sessions for Staff available: Epilepsy Seizure Recognition Training and Purple Spot Training

9.2 Other

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

**10. Announcements**

Next Board Meeting: Thursday, September 21, 2023, 7 pm

**11. Adjournment**

A motion to adjourn was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

The motion passed with all present in favor and the meeting was adjourned at 8:56 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary