

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

September 21st , 2023

1. Call to Order/Roll Call

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

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

The Board reviewed the August 17th, 2023 Regular Board minutes and the August 17th, 2023 Draft Budget and Appropriations Ordinance Public Hearing minutes.

4. Communications

The Belleville News Democrat newspaper sent a communication announcing that they are reducing editions to two per week. The Tax Settlement sheet dated 9/13/2023 was received.

5. Treasurer's Report/Approval of bills

The August Treasurer's report and the check registry to date were reviewed.

6. The Librarian's Report

The Story Walk is getting closer to completion. The Board discussed an appropriate memorial for former Board President Dale Blaes. The Board also discussed hot spot policy and whether to make exceptions for homeschoolers. Past & present Library programming 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
Harris:	Aye
Hart:	Aye
Iverson:	Aye
Sakran:	Aye
Vartanian:	Absent

The motion passed with all present in favor.

7. Old Business

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

After discussion, it was realized that no edit is needed to the policy to comply with the law.

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

The Board suggested that a second company be approached for a quote for tree services. The Board will readdress the matter at October's meeting.

7.3 Transfer Funds to Special Reserve Fund / DISCUSSION & APPROVAL

The Director recommended not moving funds this year as the surplus in the various accounts did not exceed the recommended account percentages.

7.4 Paid Leave for All Workers Act / DISCUSSION & APPROVAL

Discussion was moved to the October meeting.

7.5 Windows at Library / DISCUSSION & APPROVAL

The Director will formulate a more clearly defined proposal once she gets more information from the companies bidding on the project.

7.6 Smithton PLD Board Bylaws Edit – Remote Attendance at Meetings / DISCUSSION & APPROVAL

A motion to adopt the proposed Bylaws Edit on Remote Attendance at Meetings was made by Tony Gilbreth 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:	Absent

The motion passed with all present in favor.

7.7 Teen Liaison Advisor Committee Appointment / DISCUSSION & APPROVAL

One underage teen applied for the position. A suggestion was made that she be asked to form a teen advisory board and to attend board meetings.

7.8 Other

The Director advised the Board that the Library System is discussing new software models. The SPLD will see a potentially large increase in costs, depending on the model chosen.

8. New Business

8.1 FY2023 Annual Financial Report (3/5 vote) / DISCUSSION & APPROVAL

Each Board Member received a copy of the FY2023 Annual Financial report for the District.

A motion to accept the FY2023 Annual Financial Report 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:	Absent

The motion was approved by a greater than 3/5 majority vote.

8.2 Circulation Policy Edit – Fine Free for Children's ITEMS / DISCUSSION & APPROVAL

No change in circulation policy was deemed necessary at this time.

8.3 Employee Handbook – VESSA Leave Edit / DISCUSSION & APPROVAL

The Director reported that VESSA Leave law goes into effect on January 1, 2024. She will devise a sample policy for the Board to review.

8.4 Health Insurance for Jenna / DISCUSSION & APPROVAL

The Director updated the Board on her health insurance situation because of her spouse's change in employment status. The Board will consider what can be done and make a decision at the October meeting. The Director will provide her budget information to the Board to help them in making that decision.

8.5 FY2024 Per Capita Grant Requirement – *Serving Our Public 4.0*: Chapter 4 ("Access"), Chapter 5 ("Building Infrastructure and Maintenance"), Chapter 6 ("Safety"), and Chapter 7 ("Collection Management") Review / DISCUSSION

The Board reviewed the required chapters.

8.6 Other

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

9. Board Concerns

9.1 Teen Liaison Application(s) Received / DISCUSSION & APPROVAL

This was discussed earlier in the meeting.

9.2 Social Work Intern – Spring 2024 Semester / DISCUSSION & APPROVAL

The Director suggested waiting for a year before accepting another intern. The Board was in agreement.

9.3 Other

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

10. Announcements

Next Board Meeting: Thursday, October 19th, 2023, 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 8:53 pm.

Respectfully submitted,

Linda Hill
Recording Secretary