

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

October 19th, 2023

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:04 pm with the following Board Members present: Brett Clasquin, Liz Harris, Mary Sue Iverson, and Stephanie Sakran. Board Members Ann Hart and Zabelle Vartanian were absent and Tony Gilbreth joined the meeting later. 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

(Board Member Tony Gilbreth joined the meeting at this time.)

The Board reviewed the September 21st, 2023 Board meeting minutes.

4. Communications

A letter from Homefield Energy with program options was received, as well as a brochure from Barcom Security. The Director will get a price quote from Barcom for comparison with the current security company, Pass Security.

5. Treasurer's Report/Approval of bills

The September 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 Director asked how the Board wanted to handle closure for Veterans Day and the Board advised closing on the actual Veterans Day date (Saturday, November 11). The Director reported that Scholastics Teachables and Biblio+ digital resources are not being used. She is considering not renewing them. 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 Mary Sue Iverson and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion passed.

7. Old Business

7.1 Trees on Library Property / DISCUSSION & APPROVAL

The Board reviewed and discussed the tree care/removal proposals

A motion to authorize Meurer Brothers to trim the three silver maples which are salvageable and to not make a decision on removing the hackberry tree until its ownership is determined, 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:	Absent

The motion passed.

7.2 Paid Leave for All Workers Act / DISCUSSION & APPROVAL

The Board discussed how to handle the paid leave distribution. They will continue discussion in the coming months as more information on the implications of the Act becomes available.

7.3 Windows at Library / DISCUSSION & APPROVAL

A motion to approve the proposal for window replacement from Wilke Window & Door, Inc.® for a total of \$17,692.74 was made by Tony Gilbreth and seconded by Liz Harris. (The motion was amended to include using monies from the Special Reserve fund to cover the cost of window replacement.)

A roll call vote was taken:

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

The motion passed.

7.4 Employee Handbook – VESSA (Victims' Economic Security and Safety Act) Leave Edit / DISCUSSION & APPROVAL

The Board discussed the proposed policy.

A motion to adopt the proposed VESSA Leave Policy 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:	Absent

The motion passed.

7.5 Health Insurance for Jenna / DISCUSSION & APPROVAL

The Director and the Board postponed a decision until future circumstances dictate whether or not the funding of health insurance is necessary.

7.6 Other

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

8. New Business

8.1 Ordinance 23-05: Tax Levy / DISCUSSION & APPROVAL

A motion to adopt Ordinance No. 23-05 *ORDINANCE LEVYING AND ASSESSING PROPERTY TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2023 AND ENDING THE 30TH DAY OF JUNE, 2024* was made by Mary Sue Iverson and seconded by Tony Gilbreth.

A roll call vote was taken:

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

The motion passed.

8.2 Employee Handbook – Vacation Leave Edit / DISCUSSION & APPROVAL

A motion to approve the proposed edits to the vacation policy was made by Tony Gilbreth and seconded by Liz Harris.

A vote was taken and the motion passed.

8.3 Per Capita Grant Requirement – *Serving our Public 4.0* Chapter 8 “System Member Responsibilities and Resource Sharing”; Chapter 9 “Public Services: Reference and Reader’s Advisory Services”; and Chapter 10 “Programming” / DISCUSSION
The Board reviewed the required chapters.

8.4 Other

The Teen Liaison applicant will form a teen advisory board. Their first official meeting will be in November. The Teen Liaison arranged for the Library to be represented at St. John UCC’s fall event on October 28th.

8.5 Other

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

9. Board Concerns

9.1 Other

There were no Board Concerns to address at this time.

10. Announcements

Next Board Meeting: Thursday, November 16th, 2023, 7 pm.

11. Adjournment

A motion to adjourn was made by Liz Harris and seconded by Mary Sue Iverson.

A vote was taken and the motion passed. The meeting was adjourned at 9:32 pm.

Respectfully submitted,

Linda Hill
Recording Secretary