

# **SMITHTON PUBLIC LIBRARY DISTRICT**

## **Board Meeting Minutes**

### **November 16th, 2023**

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

The meeting was called to order by Board President, Brett Clasquin, at 7:02 pm 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. Also present was Library Director, Jenna Dauer.

#### **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 October 19, 2023 Board meeting minutes.

#### **4. Communications**

None.

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

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

#### **6. The Librarian's Report**

The Story Walk is getting closer to completion. Displays are up! Belo-O did maintenance on the HVAC system. The adjustments to the system to prevent freezing in the mechanical room are working as intended. 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 Liz Harris 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.

## **7. Old Business**

### 7.1. Paid Leave for All Workers Act / DISCUSSION

No new information or guidance has been issued by the relevant agencies, so no discussion was had.

### 7.2. Health Insurance for Jenna – Working Budget Edit / DISCUSSION & APPROVAL

Jenna advised that she was not presently in need of any further discussion or consideration of this issue.

### 7.3. Windows at Library / DISCUSSION & APPROVAL

A discussion was had concerning fund from which to pay the window replacement. A motion to pay from the money market account at Midland States Bank was made by Tony Gilbreth, 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.

### 7.4. Other

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

## **8. New Business**

### 8.1. Update “American Library Association’s Bill of Rights” in Policy Book (revision of Bill of Rights) / DISCUSSION & APPROVAL

Jenna advised of a minor update to the policy manual to update a link to American Library Association online information. A motion to approve was made by Tony Gilbreth, seconded by Liz Hand. A voice vote was had. All trustees voted in favor, none were opposed.

8.2. Alarm System Update with Barcom / DISCUSSION & APPROVAL

A proposal for upgrading the security system was discussed. No action was taken.

8.3. Per Capita Grant Requirement – Serving Our Public 4.0 Chapter 11 (Youth/Young Adult Services), Chapter 12 (Technology) and Chapter 13 (Marketing, Promotion and Collaboration) / DISCUSSION

The Board reviewed the required chapters.

8.4. Authority to Spend Policy Edit / DISCUSSION & APPROVAL

The policy edit was discussed. A motion to approve the change to bring the authority to spend policy in conformance with applicable law and current practice was made by Zabelle Vartanian, and seconded by Stephanie Sakran. The motion passed unanimously by voice vote.

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 discuss at this time.

**10. Announcements**

10.1. Next Board Meeting: Thursday, January 18, 2024 @ 7 pm

**11. Adjournment**

A motion to adjourn was made by Liz Harris and seconded by Zabelle Vartanian.

The motion passed unanimously by voice vote. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Anthony P. Gilbreth  
Secretary