

**SMITHTON PUBLIC LIBRARY DISTRICT**  
**Personnel Committee Meeting**  
**Thursday, April 18, 2024, 6:30 PM**  
**(held in-person, 109 S Main St, Smithton IL 62285)**

**1. Call to Order**

The meeting was called to order by President, Brett Clasquin, at 6:55 p.m. with the following Personnel Committee members present: Brett Clasquin, Liz Harris and Ann Hart. Director Jenna Dauer was also present.

**2.1 Personnel Pay for FY2025 Budget (July 1, 2024 to June 30, 2025) / DISCUSSION & APPROVAL**

Brett Clasquin made a motion to increase hourly wages for all hourly employees, effective July 1, 2024, the start of FY2025. Liz Harris seconded the motion.

A roll call vote was taken on Item 2.1.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             yes

**2.2 Director's Salary / DISCUSSION & APPROVAL**

Ann Hart made a motion to increase the Director's salary for FY2025 by 5%, effective July 1, 2024. Ann Hart seconded the motion.

A roll call vote was taken on Item 2.2.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             yes

**2.3 Bookkeeper Job Description (possible edit to the employee handbook), Advertisement and Hiring Process / DISCUSSION & APPROVAL**

The Bookkeeper Job Description was reviewed. Liz Harris made the motion to advertise for a bookkeeper position. Ann Hart seconded the motion.

A roll call vote was taken on Item 2.3.

Brett Clasquin:       yes  
Liz Harris:            yes  
Ann Hart:             yes

**3. Adjournment**

Motion to adjourn was made by Ann Hart and seconded by Liz Harris.  
All were in favor and the meeting was adjourned at 7:20 pm.

Respectfully submitted,  
Jenna Dauer,  
Recording Secretary and Director, Smithton Public Library District