

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

May 16th, 2024

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:06 pm with the following Board Members present: Brett Clasquin, Mary Sue Iverson, Stephanie Sakran, and Zabelle Vartanian. Tony Gilbreth, Liz Harris, and Ann Hart were absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

(In the absence of Board Secretary, Tony Gilbreth, Board President Brett Clasquin appointed Stephanie Sakran to be Acting Secretary for this meeting.)

2. Citizen Comments

There were no Citizen comments.

The following items on the agenda (Items 3-6) were approved as a whole by vote under a consent agenda:

3. Approval of Minutes

3.1 Regular Meeting – April 18, 2024

3.2 Personnel Committee Meeting – April 18, 2024

The Board reviewed the two sets of minutes.

4. Communications

Stephanie Sakran submitted her letter of resignation from the Board.

5. Treasurer's Report/Approval of bills

The April Treasurer's reports and the check registry to date were reviewed.

6. The Librarian's Report

Notary services are back. Storywalk slots are full. Kim Kunkelmann has been hired as the new bookkeeper. The District now has an account with MBI Worldwide background and credit check company. Jenna will be off from May 28 – May 31. Past and future Library programming and statistics were reviewed.

A motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Zabelle Vartanian and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all in favor.

7. Old Business

7.1 FY2025 Board Meeting Schedule (Ordinance 24-01) / DISCUSSION & APPROVAL

A motion to adopt the FY2025 Board Meeting Schedule was made by Stephanie Sakran and seconded by Zabelle Vartanian.

All were in favor and the motion passed.

7.2 Other

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

8. New Business

8.1 DRAFT FY2025 Budget Presentation / REVIEW

The Board reviewed the Draft Budget for FY2025 which will be voted on at the June meeting.

8.2 Obtaining A Library Card – patron minor age edit / DISCUSSION & APPROVAL

After discussion, the Board decided to change the age for obtaining a library card without parental/guardian signature to 18 years old.

A motion to amend the library "Obtaining a Library Card" policy to read "Minors age 5-17 must be accompanied by a parent or legal guardian to obtain a borrower's card" was made by Mary Sue Iverson and seconded by Stephanie Sakran.

A vote was taken and the motion passed with all in favor.

8.3 Director Evaluation / DISCUSSION & APPROVAL

The Board performed an oral and written review on the Director's performance.

A motion to approve the collective evaluation form was made by Mary Sue Iverson and seconded by Zabelle Vartanian. A vote was taken and the motion passed.

8.4 Other

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

9. Board Concerns

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

10. Announcements

10.1 Next Board Meeting: Thursday, June 20th, 2024, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Mary Sue Iverson and seconded by Stephanie Sakran.

A vote was taken, the motion passed and the meeting was adjourned at 8:33 pm.

Respectfully submitted,

Linda Hill
Recording Secretary