

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

January 16, 2025

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:01 pm with the following Board Members present: Brett Clasquin, Liz Harris, Madonna Harris, and Zabelle Vartanian. Tony Gilbreth, Ann Hart, and Mary Sue Iverson were absent. Others present were Library Director, Jenna Dauer, and Recording Secretary, Linda Hill.

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

The Board reviewed the November 21st, 2024, minutes.

4. Communications

Library Staff sent thank you notes to the Board for Christmas bonuses. Also received were a certificate of Status of Exempt Property form, an Unclaimed Property Letter and form, and a letter on the 2024 Tentative Equalization Factor. The Board members received a notice that nominations are open for the IHLS Board of Directors and notes on the 104th Illinois General Assembly's 2025 Spring session.

5. Treasurer's Report/Approval of bills

The November and December Treasurer's reports and the check registry to date were reviewed. The Board also reviewed the Profit and Loss Statement for July – December of 2024.

6. The Librarian's Report

Notable items on the report were the question of retiring the Director's old laptop, the completion of the Illinois State Library Annual Certification and the Per Capita Grant paperwork. Past and future Library programming and statistics were reviewed. The latest tax settlement sheet was reviewed. The Director introduced the "Libraries with Heart" American Heart Association program. The Board was in favor of participation in this program. The Board also approved of paying for the new computers and updates in technology by echeck, since these expenditures had already been approved in the Technology Plan.

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

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Absent
L. Harris:	Aye
M. Harris	Aye
Hart:	Absent
Iverson:	Absent
Vartanian:	Aye

The motion passed with all in favor.

7. Old Business

7.1 Obtaining a Library Card Policy edit / DISCUSSION & APPROVAL

This item will be moved to the February 20, 2025 agenda. No vote was taken at this time.

7.2 Other Old Business

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

8. New Business

8.1 Part-time staff paid if the building is closed? Possible new policy / DISCUSSION & APPROVAL

The Board discussed the implications and wording of the new policy.

A motion to pay part-time staff if the building is closed and make this retroactive to January 1, 2025, in accordance with the proposed policy (a formal written policy will be presented at the February 20, 2025 meeting), was made by Madonna Harris and seconded by Zabelle Vartanian.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Absent
L. Harris:	Aye
M. Harris	Aye
Hart:	Absent
Iverson:	Absent
Vartanian:	Aye

The motion passed with all in favor.

8.2 LPL Financial Certificate of Deposit Due / DISCUSSION & APPROVAL

A motion to renew the CD for a 12-month period was made by Liz Harris and seconded by Madonna Harris.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Absent
L. Harris:	Aye
M. Harris	Aye
Hart:	Absent
Iverson:	Absent
Vartanian:	Aye

The motion passed with all in favor.

8.3 Spare Director Laptop – what to do with it? / DISCUSSION & APPROVAL

The Board discussed the disposal of the laptop.

A motion to retire the old Laptop was made by Zabelle Vartanian and seconded by Madonna Harris.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Absent
L. Harris:	Aye
M. Harris	Aye
Hart:	Absent
Iverson:	Absent
Vartanian:	Aye

The motion passed with all in favor.

8.4 Bi-annual Review of Closed Session Minutes / REVIEW & APPROVAL

A motion to leave the closed minutes closed was made by Zabelle Vartanian and seconded by Liz Harris.

A roll call vote was taken:

Clasquin:	Aye
Gilbreth:	Absent
L. Harris:	Aye
M. Harris	Aye
Hart:	Absent
Iverson:	Absent
Vartanian:	Aye

The motion passed with all in favor.

8.5 Other

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

9. Board Concerns

9.1 Statement of Economic Interest Names Submitted / DISCUSSION

The Director submitted the names.

9.2 Regions Signer – Possible Update

The changeover in signatures is in process. The Director will inform the Board members when they need to go to the Bank to sign.

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

9.3 Other

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

10. Announcements

Next Board Meeting: Thursday, February 20, 2025, @ 7 pm.

11. Adjournment

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

A vote was taken, the motion passed and the meeting was adjourned at 8:32 pm.

Respectfully submitted,

Linda Hill
Recording Secretary