

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

March 20, 2025

1. Call to Order/Roll Call

The meeting was called to order by Board Secretary, Tony Gilbreth, at 7:05 pm with the following Board Members present: Tony Gilbreth, Madonna Harris, Ann Hart, and Mary Sue Iverson. Absent: Brett Clasquin, Liz Harris, and Zabelle Vartanian. 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

The Board reviewed the February 20, 2025 minutes.

4. Communications

No communications were received.

5. Treasurer's Report/Approval of bills

The Board reviewed the February treasurer's report, the credit card statement, and the check registry to date.

6. The Librarian's Report

The Director presented the working budget for July 1, 2024 - December 31, 2024. She is working on finalizing Erate program requirements. Library with Heart training will take place on March 27th. The Board okayed the Director's being out of the office from May 27-30 (Tuesday – Friday). Her notary commission has been renewed. Upcoming programming and Library statistics were reviewed.

A motion to approve Items 3-6 through a consent agenda was made by Ann Hart and seconded by Mary Sue Iverson.

A roll call vote was taken:

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

The motion passed with all in favor.

7. Old Business

7.1 Obtaining a Library Card Policy edit / DISCUSSION & APPROVAL

A motion to approve the Obtaining a Library Card Policy changes with edits made at the meeting was made by Mary Sue Iverson and seconded by Madonna Harris.

A vote was taken and the motion passed unanimously.

7.2 Unexpected Closures Policy (review wording) / DISCUSSION & APPROVAL

A motion to adopt the proposed policy as reworded at the meeting to strike out “PTO, if granted ahead of time, shall still be honored if the library closes unexpectedly” made by Ann Hart and seconded by Mary Sue Iverson.

A vote was taken and the motion passed unanimously.

7.3 Adding Security Cameras Internal and External / DISCUSSION & APPROVAL

The Board discussed the various proposals. The Director will contact Tech River to obtain additional information on the cameras before a final decision is made.

7.4 Security Cameras Policy / DISCUSSION & APPROVAL

This will be discussed at the April meeting after more information on the security cameras is obtained.

7.5 Other

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

8. New Business

8.1 Homebound Outreach Program Policy (edit) / DISCUSSION & APPROVAL

A motion to approve the updated Homebound Outreach Policy was made by Ann Hart and seconded by Madonna Harris.

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

8.2 Choose another Security Company / DISCUSSION & APPROVAL

A motion to accept the proposal from Barcom was made by Mary Sue Iverson and seconded by Madonna Harris.

A roll call vote was taken:

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

The motion passed with all in favor.

8.3 Other

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

9. Board Concerns

9.1 Regions Signers – Update / DISCUSSION

Bookkeeper Kim Kunkelmann has to go in and sign the paperwork. Director Dauer will notify the signers when the signature cards are ready.

9.2 Ballot Proof / DISCUSSION & APPROVAL

The Ballot Proof was not discussed at this time.

9.3 L2 Email addresses for Board Members / DISCUSSION & APPROVAL

All L2 emails will continue to come to the Library Director. She will pass on the necessary information to the Board. No vote was necessary.

9.4 Other

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

10. Announcements

Next Board Meeting: Thursday, April 17, 2025, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Mary Sue Iverson.

A vote was taken, the motion passed and the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Linda Hill
Recording Secretary