

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

April 24, 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, Ann Hart, Mary Sue Iverson, and Zabelle Vartanian. Absent: Tony Gilbreth. 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

3.1 Special Meeting Minutes – January 27, 2025

These minutes were unavailable and were not reviewed.

3.2 Regular Board Meeting Minutes – March 20, 2025

The Board reviewed the March 20, 2025 minutes.

4. Communications

The Board looked at a document explaining the potential impact of federal funding cuts for Illinois libraries. An invitation to the 2025 Law Day Breakfast was received. The District also received a letter from the County Clerk about tax rates and extensions. The Board reviewed the tax computation report.

4.1 Other

There were no other communications to review.

5. Treasurer's Report/Approval of bills

The Board reviewed the March treasurer's report and the bills.

6. The Librarian's Report

E-Rate for internet is in process. The Director asked the Board if a job description needed to be drafted for the employment of temporary workers. The Board decided this was not necessary. The Board discussed PTO/Vacation policy issues for the Director. They reviewed the Profit and Loss statement for July 2024-March 2025, along with the proposed 2026 fiscal year budget. Upcoming and past Library events were enumerated and circulation statistics were reviewed.

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

A roll call vote was taken:

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

The motion passed with all in favor.

7. Old Business

7.1 Adding Security Cameras Internal and External / DISCUSSION & APPROVAL

A motion to approve the spending of up to \$5,000 for security cameras to be purchased through Techriver Consulting LLC, 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:	Aye
Iverson:	Aye
Vartanian:	Aye

The motion passed with all in favor.

7.2 Security Cameras Policy / DISCUSSION & APPROVAL

A motion to adopt the proposed Security Cameras policy (changing the adoption date to April 24, 2025) was made by Madonna Harris and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed with all in favor.

7.3 Obtaining a Library Card Policy (edit) / DISCUSSION & APPROVAL

A motion to edit the “Obtaining a Library Card” policy was made by Zabelle Vartanian and seconded by Ann Hart.

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

7.4 Other

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

8. New Business

8.1 Resolution 25-01: *FY2026 Non-Resident Fee Adoption* (effective July 1, 2025) / DISCUSSION & APPROVAL

A motion to adopt Resolution 25-01: *Non-Resident Fee for FY2026* was made by Mary Sue Iverson and seconded by Liz Harris.

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

8.2 FY2026 Board Meeting Schedule (Ordinance 26-01) Preview (will be voted on at the May 20205 meeting) / DISCUSSION

The Board reviewed the proposed schedule.

8.3 Surplus THREE (3) 96-gallon tote trash containers.

The Board voted to dispose of the trash containers.

8.4 Other

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

9. Board Concerns

9.1 Election Results / DISCUSSION & APPROVAL

The official results have not yet been received.

9.2 Appointment of Board Members to fill 2 vacancies / DISCUSSION & APPROVAL

This will occur at the May meeting.

9.3 Other

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

10. Announcements

Next Board Meeting: Thursday, May 15, 2025, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Zabelle Vartanian.

A vote was taken, the motion passed and the meeting was adjourned at 8:13 pm.

Respectfully submitted,

Linda Hill
Recording Secretary