

# **SMITHTON PUBLIC LIBRARY DISTRICT**

## **Board Meeting Minutes**

### **May 15, 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, Tony Gilbreth, Liz Harris, Madonna Harris, Mary Sue Iverson, and Zabelle Vartanian. Ann Hart was 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**

3.1 Special Board Meeting – January 27, 2025

The January Special Board minutes were not available.

3.2 Regular Meeting – April 17, 2025

The Board reviewed the April 17<sup>th</sup> minutes. No corrections or changes were made.

#### **4. Communications**

No communications were received this month.

#### **5. Treasurer's Report/Approval of bills**

The April Treasurer's report was reviewed, along with the check registry to date.

#### **6. The Librarian's Report**

Fiber internet is installed. The Director is still working to finalize the Erate application. Security camera installation may happen next week or in the beginning of June. The Board discussed the implications of turning on the AI function of the cameras. Jenna is on vacation at the end of May. Payroll scheduling changes were discussed. The Board reviewed Library circulation statistics for the month along with a listing of past and currently scheduled events.

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

A roll call vote was taken:

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

The motion passed with all in favor.

## **7. Old Business**

### 7.1 FY2026 Board Meeting Schedule / DISCUSSION & APPROVAL

A motion to approve Ordinance 25-01 was made by Tony Gilbreth and seconded by Madonna Harris.

A vote was taken and the motion passed unanimously.

### 7.2 Other

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

## **8. New Business**

### 8.1 Vacation/PTO time for Full-time employees / DISCUSSION & APPROVAL

A motion to update the Vacation Leave policy as presented by the Director was made by Tony Gilbreth and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed with all in favor.

#### 8.2 DRAFT FY2026 Budget Presentation / REVIEW

The Board reviewed the proposed budget for FY2026. Salaries/wages will be corrected for the Working Budget to be voted on in June (Figures could not be finalized until after the Personnel Committee meeting).

#### 8.3 Director Evaluation / DISCUSSION & APPROVAL

After reviewing the Director's self-assessment, the Board completed an evaluation for the Director for this past year.

#### 8.4 Personnel Committee Report (Official Minutes will be approved at the June 2025 Meeting) / DISCUSSION.

The Director reported that all employees were doing a great job. The Board also discussed how a temporary hire would work. The Director is requiring employees to find their own coverage if PTO is not requested/available for their time off. This will be done for a trial period to see how well it works.

### **9. Board Concerns**

#### 9.1 Appointment of Board Members / DISCUSSION& APPROVAL

The Board President nominated Ann Hart as a Board Member for the next two years. The Board voted to approve this appointment. Board President Clasquin also appointed Madonna Harris as a Board member. The Board also approved this appointment.

#### 9.2 Oath of Office for Incoming Board Members / DISUCSSION & APPROVAL

The Director administered the oath of office to Madonna Harris.

#### 9.3 Other

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

### **10. Announcements**

Next Board Meeting: Thursday, June 26, 2025, @ 7 pm.

### **11. Adjournment**

A motion to adjourn was made by Zabelle Vartanian and seconded by Tony Gilbreth.

A vote was taken, the motion passed and the meeting was adjourned at 7:59 pm.

Respectfully submitted,

Linda Hill  
Recording Secretary