

SMITHTON PUBLIC LIBRARY DISTRICT
Personnel Committee Meeting
Thursday, May 15, 2025, 6:00 PM
(held in-person, 109 S Main St, Smithton IL 62285)

1. Call to Order

The meeting was called to order by President, Brett Clasquin, at 6:14 p.m. with the following Personnel Committee members present: Brett Clasquin, and Liz Harris. Ann Hart was absent. Director Jenna Dauer was also present.

2.1 Personnel Pay for FY2026 Budget (July 1, 2025 to June 30, 2026) / DISCUSSION & APPROVAL

Liz Harris made a motion to increase hourly wages for all hourly employees by 5%, effective July 1, 2025, the start of FY2026. Brett Clasquin seconded the motion.

A roll call vote was taken on Item 2.1.

Brett Clasquin:	yes
Liz Harris:	yes
Ann Hart:	absent

2.2 Director's Salary / DISCUSSION & APPROVAL

Brett Clasquin made a motion to increase the Director's salary for FY2026 by 5%, effective July 1, 2025. Liz Harris seconded the motion.

A roll call vote was taken on Item 2.2.

Brett Clasquin:	yes
Liz Harris:	yes
Ann Hart:	absent

2.3 Part-time TEMPORARY job position description? (possible edit to the employee handbook) / DISCUSSION & APPROVAL

There was no discussion on this at this time.

2.4 Edit to Personnel PROCEDURE to request part-time employees arrange leave themselves if unpaid leave is requested, effective July 1, 2025 / DISCUSSION & APPROVAL

This item was discussed.

2.5 Need to alter Paid Leave policy or add a vacation policy for Full-time staff? / DISCUSSION

This item was discussed.

3. Adjournment

Motion to adjourn was made by Liz Harris and seconded by Brett Clasquin.
All were in favor and the meeting was adjourned at 6:49 pm.

Respectfully submitted,
Jenna Dauer, Recording Secretary and Director, Smithton Public Library District