

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

August 21, 2025

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:11 pm with the following Board Members present: Brett Clasquin, Liz Harris, Madonna Harris, and Ann Hart. Tony Gilbreth, Mary Sue Iverson, and Zabelle Vartanian were absent. Others present were Library Director, Jenna Dauer, Recording Secretary, Linda Hill, and Citizen Geoff Iverson.

2. Citizen Comments

There were no Citizen comments.

Board President Brett Clasquin appointed Board Member Madonna Harris as Acting Board Secretary for this meeting.

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

These minutes were not available.

3.2 Regular Meeting – June 26, 2025

The Board reviewed the June 26, 2025 minutes.

(At the discretion of the Board President, Agenda Items 9.2 and 9.3 were moved to this spot in the meeting)

9. Board Concerns – Item 9.2 & 9.3

9.2 Accept Resignation of Board Member / DISCUSSION & APPROVAL

The Board expressed appreciation for the service of Mary Sue Iverson.

A motion to accept the resignation of Mary Sue Iverson from the Board was made by Ann Hart and seconded by Madonna Harris.

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

9.3 Appointment of Board Member / DISCUSSION & APPROVAL

With full Board approval, President Brett Clasquin appointed Geoff Iverson to the Board to fulfill Mary Sue Iverson's term.

4. Communications

The District received: 1) A letter from St. John the Baptist Catholic church, asking if the District wants to advertise in their bulletin; 2) A request for sponsorship from the Smithton Commercial Club; 3) A letter of resignation from Board Member, Mary Sue Iverson; and 4) An email communication from the Secretary of State's office notifying the District of a Public Library Construction Grant Program.

5. Treasurer's Report/Approval of bills

The June and July Treasurer's reports, the check registry-to-date, and the credit card statements were reviewed.

6. The Librarian's Report

Notable items on the report were the installation of the new security cameras and phone system. The IPLAR (Illinois Public Library Annual Report) is finished. The Security system phone tree was updated and will be as follows: Linda Hill, Liz Harris, Brett Clasquin, and Geoff Iverson. Summer Reading Program statistics were reviewed. Library programming and statistics were reviewed.

A motion to approve Agenda Items 3-6 as a whole under a consent agenda 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
G. Iverson:	Aye
Vartanian:	Absent

The motion passed with all in favor.

7. Old Business

7.1 Other

There was no Old Business to discuss at this meeting.

8. New Business

8.1 Ordinance 25-03: *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THIS FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2025 AND ENDING THE 30TH DAY OF JUNE, 2026* /ADOPTION

A motion to adopt Ordinance 25-03: *ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THIS FISCAL YEAR BEGINNING THE 1ST DAY OF JULY, 2025 AND ENDING THE 30TH DAY OF JUNE, 2026*, decreasing Building and Maintenance New Equipment by \$3,000 and increasing Library Benefits by \$3,000, was made by Madonna Harris and seconded by Geoff Iverson.

A roll call vote was taken:

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

The motion passed with all in favor and the Ordinance was adopted.

8.2 Secretary's Audit / DISCUSSION & APPROVAL

A motion to approve the Secretary's Audit was made by Geoff Iverson and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed with all in favor.

8.3 Updated Illinois Freedom of Information Act Notice / DISCUSSION & APPROVAL

A motion to approve the updated Illinois Freedom of Information Act with the deletion of Mary Sue Iverson's name was made by Madonna Harris and seconded by Liz Harris.

A roll call vote was taken:

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

The motion passed with all in favor.

8.4 Ordinance 25-04: Building Maintenance Tax Levy / DISCUSSION & ADOPTION

A motion to adopt Ordinance 25-04 *AN ORDINANCE TO LEVY AND ASSESS A TAX FOR SMITHTON PUBLIC LIBRARY DISTRICT OF THE COUNTRY OF ST. CLAIR, STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026* was made by Ann Hart and seconded by Geoff Iverson.

A roll call vote was taken:

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

The motion passed with all in favor and the Ordinance was adopted.

8.5 Statement of Receipts and Disbursements for FY2025 / DISCUSSION & APPROVAL

A motion to approve the Statement of Receipts and Disbursements for FY2025 was made by Geoff Iverson and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed with all in favor.

8.6 FY2026 Per Capita Grant Requirement – *Serving our Public 4.0* Chapter 1 ("Core Standards"), Chapter 2 ("Governance and Administration"), and Chapter 3 ("Personnel") Review / DISCUSSION

The Board reviewed the chapters and checklist requirements.

8.7 Other

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

9. Board Concerns

9.1 Officer Elections and Committee Assignments for FY2026 / DISCUSSION & APPROVAL

Board President:	Brett Clasquin
Vice President:	Liz Harris
Secretary:	Tony Gilbreth
Treasurer:	Ann Hart

Personnel Committee: Brett Clasquin, Liz Harris, & Ann Hart

Finance Committee: Ann Hart, Geoff Iverson, & Zabelle Vartanian

Building Committee: Brett Clasquin, Tony Gilbreth, Madonna Harris, & Geoff Iverson.

A motion to accept the slate of officers and committee members was made by Liz Harris and seconded by Ann Hart.

A roll call vote was taken:

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

The motion passed with all in favor.

9.2 Accept Resignation of Board Member / DISCUSSION & APPROVAL

Moved to earlier in the meeting.

9.3 Appointment of Board Member / DISCUSSION & APPROVAL

Moved to earlier in the meeting.

9.4 Other

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

10. Announcements

Next Board Meeting: Thursday, September 25, 2025, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Ann Hart and seconded by Madonna Harris.

A vote was taken, the motion passed, and the meeting was adjourned at 8:24 pm.

Respectfully submitted,

Linda Hill
Recording Secretary