

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes September 25, 2025

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:06 pm with the following Board Members present: Brett Clasquin, Tony Gilbreth, Madonna Harris, Ann Hart, and Zabelle Vartanian. Liz Harris and Geoff Iverson were absent. Also present was Library Director, Jenna Dauer.

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

The Special Board Meeting Minutes of January 27, 2025, the Public Hearing Minutes of August 21, 2025, and the Regular Meeting Minutes of August 21, 2025 were reviewed. No additions, corrections, or deletions were required.

4. Communications

A tax settlement sheet was received.

5. Treasurer's Report/Approval of bills

The October Treasurer's reports, the Midlands credit card statement, and the check registry to date were reviewed.

6. The Librarian's Report

Library programming and statistics were reviewed.

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

A roll call vote was taken:

Clasquin: Aye
Gilbreth: Aye
L. Harris: Absent
M. Harris: Aye

Hart: Aye
Iverson: Absent
Vartanian: Aye

The motion passed with all in favor.

7. Old Business

There was no Old Business to address at this time.

8. New Business

8.1 Employee Handbook Possible Addition - Employment of Relatives and Family Members Policy / DISCUSSION & APPROVAL

A motion to adopt the addition to the policy manual was made by Maddona Harris, and seconded by Zabelle Vartanian. The Motion carried by unanimous voice vote.

8.2 E-filing of Taxes through QuickBooks.

A motion to approve the filing of payroll and other taxes through QuickBooks was made by Tony Gilbreth, and seconded by Madonna Harris. The Motion passed by unanimous voice vote.

8.3 FY2026 Per Capita Grant Requirement-Serving Our Public 4.0 Chapter 4 (Access), Chapter 5 (Building Infrastructure and Maintenance), Chapter 6 (Safety), and Chapter 7 (Collection Management) Review/DISCUSSION

The indicated Chapters were reviewed and discussed by the Board.

8.4 Other

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

9. Board Concerns

There were no Board Concerns.

10. Announcements

Next Board Meeting: Thursday, October 16, 2025, @ 7 pm.

11. Adjournment

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

A vote was taken, the motion passed and the meeting was adjourned at 8:00 pm.

September 25, 2025 Minutes, cont.

Respectfully submitted,

Anthony P. Gilbreth
Secretary