

SMITHTON PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

November 20, 2025

1. Call to Order/Roll Call

The meeting was called to order by Board President, Brett Clasquin, at 7:00 pm with the following Board Members present: Brett Clasquin, Liz Harris, Madonna Harris, Geoff Iverson, and Zabelle Vartanian. Ann Hart and Tony Gilbreth were 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 September 25, 2025 regular meeting minutes

The Board reviewed the minutes.

3.2 October 16, 2025 regular meeting minutes

The Board also reviewed this set of minutes.

4. Communications

The District received 1) A Board of review letter for a hearing about the Dollar General Store; 2) An invitation to the Scheffel Boyle Christmas Open House; 3) A request for a donation from the Smithton Athletic Association; 4) ATT settlement information for a data incident; 5) Municipal minutes from Ancel Glink regarding a potential amendment to FOIA and OMA regulations; and, 6) An email from IHLS with information about an opportunity for trustee participation in an IHLS advocacy and education committee.

5. Treasurer's Report/Approval of bills

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

6. The Librarian's Report

Notable items on the report were upcoming legislative agenda items which would affect libraries, and the date of closure for the Independence Day holiday in 2026. The Director requested leave for various dates. Events and programming numbers were reviewed along with circulation statistics.

A motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Zabelle Vartanian and seconded by Geoff Iverson.

A roll call vote was taken:

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

The motion passed with all in favor.

7. Old Business

7.1 Update on Certificate of Deposit from LPL Financial / DISCUSSION
The CD renewed for twelve months at a rate of 3.6%.

8. New Business

8.1 FY2025 Annual Financial Report (3/5ths vote form) / DISCUSSION & APPROVAL

A motion to approve the FY 2025 Annual Financial Report 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:	Absent
Iverson:	Aye
Vartanian:	Aye

The motion passed with all in favor.

8.2 House Bill 42 / Public Act 104-0036 – Amend Non-Resident Card Policy to include Semi-Annual and Quarterly Payments / DISCUSSION & APPROVAL

The Board found it unnecessary to change the current policy.

8.3 Edit Employee Handbook Timesheet Section re: lunch breaks / DISCUSSION & APPROVAL

The policy has a section discussing the reporting of lunch break duration, which is unnecessary.

A motion to amend the policy to remove the unnecessary section was made by Liz Harris and seconded by Madonna Harris.

A vote was taken and the motion passed unanimously.

8.4 Per Capita Grant Requirement – *Serving Our Public 4.0*: Chapter 11 (“Youth/Young Adult Services”); Chapter 12 (“Technology”); and Chapter 13 (“Marketing, Promotion, and Collaboration”) / DISCUSSION

The Board discussed the required chapters.

8.5 Per Capita Grant Requirement – NEW topic – Finance and Budget / DISCUSSION

The Board reviewed the required chapter.

8.6 Other

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

9. Board Concerns

9.1 Other

There were no Board Concerns to address at this time.

10. Announcements

Next Board Meeting: Thursday, January 15, 2026, @ 7 pm.

11. Adjournment

A motion to adjourn was made by Liz Harris and seconded by Geoff Iverson.

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

Respectfully submitted,

Linda Hill
Recording Secretary