

**SMITHTON PUBLIC LIBRARY DISTRICT
Personnel Committee Meeting
Thursday, June 18, 2026, 6:30 PM
(held in-person, 109 S Main St, Smithton IL 62285)**

1. Call to Order / Roll Call

The meeting was called to order by President, Brett Clasquin, at 6:40 p.m. with the following Personnel Committee members present: Brett Clasquin, Liz Harris, and Ann Hart. Director Jenna Dauer was also present.

2. Citizen Comments

3.1 Edit to Assistant Librarian Job Description in Employee Handbook / DISCUSSION & APPROVAL to the board as a whole (to be discussed at the June 18, 2026 SPLD Regular Board Meeting at 7 pm.)

No edit to the Assistant Librarian job description was recommended.

Suggested pay distinctions:

bachelor's degree (any field): \$18 amount per hour,
master's degree in non-MSLIS field: \$18-20 amount per hour,
master's degree in MSLIS field: \$22-23 amount per hour

Resume, Cover letter and three professional references

Suggested cover letter and application form

4. Adjournment

Motion to adjourn was made by Liz Harris and seconded by Ann Hart
All were in favor and the meeting was adjourned at 6:58 pm.

Respectfully submitted,

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