

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
July 26, 2016**

President St. Cyr called the meeting to order at 6:35pm

ROLL CALL:

Trustees: Present: Driver, Holmes, Mull, Onan (arrived at 6:40pm), Ridder, and St. Cyr. Absent: Martin

Staff: Ryleigh Busch, Carol Dolin, Romario Avila, Gizelle Barrios, Rosa Herrera, and Gabe Serrano.

Visitors: Romario Avila, Gizelle Barrios, Romario Avila, patron and staff, Rosa Herrera, patron, Daryn Libasci, patron, Gabe Serrano, patron, Mona Shannon, Zion-Benton News.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Mrs. Driver moved to adopt the agenda as presented. **Second:** Mrs. Holmes.

Roll Call: Aye: Driver, Holmes, Mull, Ridder, and St. Cyr. Nay: None. Abstain: None.

Motion Carried.

COMMENTS BY VISITORS:

Romario Avila: Feels very blessed to have the opportunity to work at the library, interned 52 hours before getting employed. Avila stated that the library employees are not satisfied and it is a serious issue. He thinks it is not normal for the library to reorganize itself for the 3rd time. Incidents are handled very poorly, including him personally witnessing theft that was later determined as no theft. Two workers have voluntarily resigned, in which he provided e-mails from employees stating how much they will be missed. Mrs. Mull asked what happened with the theft, and Mr. Avila stated that he reported it to his supervisor, who told him to report it directly to the monitors. Gabe Serrano attended to see what the meeting was about. Daryn Libasci attended as she promised she would keep coming to board meetings after the last board meeting. Rosa Herrera attended the meeting as a patron. Mona Shannon had not been to a board meeting before and is interested in what is new at the library.

MINUTES

The minutes from the 6.28.16 regular meeting were presented.

Motion: Mrs. Mull moved to approve the regular minutes as presented. **Second:** Mrs.

Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder, St. Cyr. Nay: None. Abstain:

None. **Motion Carried.**

Mrs. Mull asked about the recordings for the executive sessions, and it was explained that when Mrs. Onan went to review a recording, the tape was blank, and she checked another tape to make sure she was not doing something wrong, and that tape was also blank. She found that the batteries were corroded. The recorded has been replaced and tested to be sure it is operating as it should.

The minutes from the 6.28.16 executive session were presented.

Motion: Mrs. Driver moved to approve the executive session minutes amended with the correct date. **Second:** Mrs. Onan. **Roll Call:** Aye: Driver, Onan, Ridder, St. Cyr. Nay: Holmes, Mull. Abstain: None. **Motion Carried.**

The minutes from the 7.11.16 special meeting were presented.

Motion: Mrs. Driver moved to approve the special meeting minutes as presented. **Second:** Mrs. Holmes. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, St. Cyr. Nay: None. Abstain: Ridder. **Motion Carried.**

The minutes from the 7.11.16 special meeting executive session were presented.

Motion: Mrs. Mull moved to approve the special meeting executive minutes as presented. **Second:** Mrs. Onan. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, St. Cyr. Nay: None. Abstain: Ridder. **Motion Carried.**

TREASURER'S AND INVESTMENT REPORTS

The year ended with just over 100% of anticipated revenues collected. There were 27 payrolls instead of the normal 26, which resulted in salaries ending slightly higher than budgeted in both the library and the building and maintenance funds. Borst Accounting worked with Debbie and Carol to reformat the financial reports to show detail in the materials lines to illustrate subcategories within the general budget lines. Expenditures remained the same, but in the previous reports, all activity was rolled up into general adult, youth, and electronic budgets while showing zero expenditures in unused budget lines. The June report shows expenditures for the full year in the individual materials categories. The FY 2016-17 budget has been loaded into the system and we will start the year off using the correct budget lines. The Per Capita Grant funds arrived right at the end of June, which made it possible to pay the BrainFuse invoice, movies for the adult collection, and STEM books for children from FY 2015-16 funding. The special reserve budget was only 40% spent because some projects came in under budget and we did not complete others. Insurance revenues were 231% of budgeted due to a rebate from LIMRICC. On the expenditure side, the estimate from LIRA was higher than the actual cost. Onan, Driver, and St. Cyr attend ILA last year, but the budget for trustee education and travel was underspent. This year ILA will be in Rosemont, and ALA will be in Chicago, so the trustee education budget was increased to allow everybody to go. Trustee travel budget was decreased because the conferences are local.

BILLS

The list of bills for June 2016 was presented for review.

Motion: Mrs. Driver moved to approve payment of wire transfers and checks #40790-40860, in the amount of \$79,799.39. **Second:** Mrs. Onan. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

REPORTS

Strategic Planning Task Force did not meet.

LIBRARY DIRECTOR'S REPORT

Overall circulation was higher this past fiscal year. Book use had been declining but has leveled off. Movie checkout increased 63% for the year, but growth is starting to slow down month over month. eBook use has held steady. Non-book materials such as camera kits and tripods have been moving well. Teen and young adult attendance for programming has increased 110%, which may be due to attendance being taken in the Hive for passive

programming. The summer reading kick off allowed people to sign up for library cards and then sign up for the summer reading program. This year's Summer Reading Program theme is *Read for the Win!*, and we have partnered with the Zion Park District to promote reading and physical activities. Some fun activities that have happened so far were a fishing derby and a basketball clinic. Other program events from June included a digital camera program, a DJ program, and Young Adults skyping with an author. Traveling Library delivered to 17 people in one day, which has proven too much for one or two staff members to handle. Mr. Moss and Mr. Craig are working together to get bid documents for facility projects. The incident report showed a lady with the walker falling into a bush. Staff checked with her, but she said she did not need help. Staff took her for her information, just in case. Trustees asked when disruptive patrons are suspended. Mrs. Dolin replied that in some cases, leeway is given for staff with mental health issues, but any patron who does not stop disruptive behavior when asked will be asked to leave for the day. If this happens more than once then the suspension process begins. This is something we are working on coordinating between public services staff and the monitors.

COMMUNICATIONS

- Portfolio Review follow-up e-mail from Kenneth J. Herdeman (Ehlers Investment Partners)
- 19th Annual Coalition Caddie Classic Registration Form
- Zion Township Summer Work Program Experience Reflection from Amber Pratt
- Peer Compliment of Paula Pavelski

ACCENTUATE THE POSITIVE

- We have received positive comments from the public about our staff, especially the three summer workers.
- Romario Avila and Dustin Muma graduated high school, and Josh Terry graduated from college.

TRUSTEE DEVELOPMENT

This month's topic was strategic planning. Mrs. Driver explained that the goal is to get a feel for the community and for what the public wants from its library. Most plans are now 3 years instead of 5 years, due to the rapid changes in technology and services needed by the public. It is necessary to summarize objectives and goals and be deliberate with wording so that staff can work towards meeting these goals without feeling too restricted. Mrs. Mull asked if the library's mission statement was taken into account during the strategic planning process. It was, but Mrs. Dolin mentioned that the mission statement could use some work. Mr. St. Cyr pointed out that on page 2 of the handout it talks about being able to go about changing the mission statement as we work on library culture. Chapter 9: Board Self-Evaluation was assigned to Mrs. Mull.

UNFINISHED BUSINESS

Revised Organizational Chart

The business manager will continue to report to the Director, it was just difficult to make the line go straight to the director on the program. The "creation space" (currently the Hive) will have the lounge furniture taken out so that tables can be set up, with sewing machines, the 3D printer, and mounted iPads out for use. Some questions still remain about the reporting structure for some functions. Website administration requires technology and marketing/PR

skills, so it could fall under either category of Outreach/Programming or IT/Network. Traveling Library requires public service/readers advisory skills and materials handling/delivery tasks.

Motion: Mr. Ridder moved to approve the revised organizational chart with a review in six months. **Second:** Mrs. Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

The organizational chart will be reviewed six months after the hire date of the new assistant director.

Proposed Job Description

Mrs. Dolin presented a job description for the Assistant Director for Support Services for the Board's consideration. The highlighted areas were proposed to be kept as the business manager's duties, with input and review by the assistant director, who will contribute to the treasurer's report and audits. This provides for multiple people reviewing details and serving as backup when needed.

Motion: Mr. Ridder moved to approve the job description as presented with the business manager duties removed. **Second:** Mrs. Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

NEW BUSINESS

Ordinance 16/17-O-1 Tentative B&A and Public Hearing Date was presented.

Motion: Mr. Ridder moved to approve Ordinance 16/17-O-1 Tentative B&A and Public Hearing Date as presented. **Second:** Mrs. Driver. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

Per Capita Grant Requirements

Standards Chapter Review

Serving Our Public 3.0, Chapter 6: Access addresses hours of operation, website, basic services when the library is open, arrangement of collections, lending regulations, interlibrary loan, signage, and services to the disabled. The library works hard to maximize resources to provide services in a way that meets the needs of our public. We are investigating ways to open additional days, improve our website and social media, remove barriers such as the fee to borrow movies, and increase our Traveling Library Services. We have worked with CCS to revise our policies to promote the use of library resources as well.

Educational Programs and Training Opportunities for Patrons

The library provides many educational programs and training opportunities for our patrons, both independently and in collaboration with others. We offer early childhood and basic literacy programs both in person and online. We offer basic and intermediate computer classes and individual training through our Book-a-Pro services. We offer technology, hands on arts and science, and writing classes for children, teens, and adults. Our partnerships with the Coalition for Healthy Communities, local schools (especially the high schools and middle schools), Lions Club, the Park District, CAP (the head start program), and others help us to provide support groups, jobs skills acquisition, and leadership development.

Technology:

Through the EDGE initiative evaluation process, we identified initiatives to guide our plans and activities in upgrading our technology equipment and services. We have made significant progress toward our goals when compared with our first EDGE assessment. In addition to

providing classes and services, we recognized a need in the community and responded by making an extensive array of technology equipment available for checkout.

Trustees

The library does a good job of using available resources to meet the needs of the community and currently meet the standards requirements. However, areas we can improve include adding operating hours, creating English/Spanish bilingual formats of promotional materials and organizational documents whenever possible, and expanding access to collections and services for people with disabilities through programs such as the traveling library.

EXECUTIVE SESSION:

Motion: Mr. Ridder moved to enter Executive Session under 5 ILCS 120/2(c)(1). **Second:** Mrs. Mull. **Roll Call:** Aye Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

TIME OUT: 7:45 p.m.

ADJOURNMENT

Motion: Mrs. Driver moved to adjourn the meeting. **Second:** Mrs. Mull. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

The meeting adjourned at 10:08 p.m.

Approved: August 23, 2016

Signed: /s/ Matthew St. Cyr
President

Attest: /s/ Mary Martin
Secretary

Recording Secretary: Carol Dolin, Ryleigh Busch