

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
August 23, 2016**

President St. Cyr called the meeting to order at 6:32p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr.

Staff: Ryleigh Busch, Carol Dolin, Daryn Libasci

Visitors: Mona Shannon, Zion-Benton News.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Mrs. Driver moved to adopt the agenda as amended. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: Martin. **Motion Carried.**

COMMENTS BY VISITORS: None.

MINUTES

The minutes from the July 26, 2016 regular meeting were presented.

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

The minutes from the July 26, 2016 regular meeting executive session were presented.

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

TREASURERS AND INVESTMENT REPORTS

The treasurer's report and investment report ending July 2016 were presented. The petty cash account is being used as the cash account for the cash register, which is why \$800 was taken out. We have had 4 or 5 property tax distributions so far.

BILLS

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

Motion: Mrs. Driver moved to approve payment of wire transfers and checks #40790-40860, in the amount of \$775,598.02. **Second:** Ridder. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

Simplex Grinnell came and tested all the sprinklers and fire extinguishers. Libraries First is a company that buys databases and negotiates the prices. A check was made out to Mrs. Romanowski due to an error in the account numbers, so her check was not deposited into her account.

REPORTS

After school program: Mrs. Mull cannot participate in the after school program any longer due to her job change. The library is looking into getting funding from the rotary to pay our own staff to run the program, and we hope to bring in policemen, firemen, and counselors.

LIBRARY DIRECTOR'S REPORT

Circulation was down significantly this month, maybe due to it being so warm and different people collecting numbers. Roku's are being returned in a timely manner and we are looking into getting more high-demand technology items into circulation as well. The Shiloh house press conference had very high attendance. EBooks circulation is up. One click digital is lacking compared to other sources. While traffic in the library is down, the activity use is up, so those who are coming are using resources. We are still working on getting statistics by IP addresses, so that we can track use at home. The summer reading program numbers went up significantly this year. Some of the security staff attended an active shooter training hosted by a former FBI agent. Sometimes children have to go home because, while they are here with a sibling, the sibling is not 14 or older. We have to send young children home somewhat often. The table that had the sparks coming from it has been removed. A question arose about possibly having security cases for the DVD's and CD's to prevent theft, but it would end up costing more than it does to replace them. The recovery process happens through a collection company, which works pretty well.

COMMUNICATIONS

- Peer Compliment Slip: Jamall Harris, from Daryn Libasci
- Peer Compliment Slip: Debbie Evans, from anonymous
- Peer Compliment Slips: Angela Westphal-from anonymous, Joy, and Sean
- Black Caucus of American Library Association, Inc. Reading is Grand Award
- Smart Procure FOIA Request (fulfilled 08/11/2016)
- Thank you letter to Paula Pavelski from the Summer Work Program Coordination
- Pedro Irizarry volunteer application to help sponsor tutoring
- Active shooter training summaries/takeaways from Gabriel Serrano and Jamall Harris
- Jubilee Days Parade Participant information sheet, with enclosures of route map, directions, and parade award categories.
- 47th Annual Mayor's Prayer Breakfast Invitation
- Community of Character Walk and Ice Cream Social with Eric Velasquez Flyer

ACCENTUATE THE POSITIVE

- There have been a lot of kudos between the staff as they recognize each other's hard work.
- Mrs. Washkoviak brought her baby in for everybody to see.
- Summer reading had a very high turnout.

TRUSTEE DEVELOPMENT

Mrs. Mull went over the Board Self-Evaluation process. She mentioned that the ALA has a website where the board members can assess themselves. Competencies include general knowledge, board operation, advocacy, decision making, strategic planning, finance, fundraising, policy making, lobbying, and professional development. Mrs. Mull suggested that we add the mission statement to the agenda, so that it can be changed if it does not seem to fit with the direction we are headed.

Part 10 was assigned to Mr. St. Cyr.

UNFINISHED BUSINESS

2016-2017 Budget and Appropriation Ordinance DRAFT REVIEW

It was asked that if anyone found any mistakes, to please notify Mrs. Dolin before they are approved next month.

NEW BUSINESS

- a. Review 2016 Illinois Public Libraries Annual Report (IPLAR)
Motion: Mrs. Driver moved to approve the 2016-2017 Illinois Public Libraries Annual Report as amended. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

- b. ILA Annual Conference Trustee Day Registration
Driver, Holmes, Martin, Mull, Onan, and St. Cry would like to be registered for the trustee day. Ridder will notify Mrs. Dolin when he makes a decision.
- c. Job Descriptions for New Organization Chart
Full-time staff that are interested in duties in a part-time position can propose a change in their position to keep some of their current responsibilities along with the new position duties to continue a full-time position. The positions will be posted shortly after approval.
Motion: Mr. Ridder moved to approve the job descriptions for the new organization chart.
Second: Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

A question arose about who is currently attending the management team meetings. Currently, Mr. Wold, Ms. Abron, Mrs. Washkoviak (Mrs. Miller while Mrs. Washkoviak is on leave), Mrs. Potocek, Ms. Westphal, Mr. Moss, and Ms. Torres attend the management team meetings.

A question arose about the parade float and what time we are meeting. It was decided that people will meet at 11:30 for the parade.

EXECUTIVE SESSION:

TIME OUT: 7:34

ADJOURNMENT

Motion: moved to adjourn the meeting. **Second:.** **Roll Call:** Aye: Martin, Mull, Onan, St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

The meeting adjourned at p.m.

Approved: September 27, 2016

Signed: /s/ Beverly Mull
President pro tem

Attest: /s/ Mary Martin
Secretary

Recording Secretary: Ryleigh Busch, Carol Dolin