

# MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC LIBRARY DISTRICT

September 27, 2016

President Pro Tem Beverly Mull called the meeting to order at 6:42 p.m.

## ROLL CALL:

**Trustees:** Present: Holmes, Martin (arrived at 6:55pm), Mull, and Onan. Absent: Driver, Ridder, and St. Cyr.

**Staff:** Dawn Abron, Molly Brumbaugh, Ryleigh Busch, Carol Dolin, Daryn Libasci, Robyn Farnham.

**Visitors:** Shantal Taylor, Suriyya Latif, Mona Shannon

## PLEDGE OF ALLEGIANCE

### COMMENTS BY VISITORS:

Shantal Taylor: Introduced herself as former library board member and past president of the Rotary Club. Said she was very sad to read the recent Zion-Benton Newspaper article about the library and Mrs. Dolin. As a former trustee, she worked with Nann Hilyard for six years and thought that she was outstanding and cared about the library. Taylor said she thought the library board did an excellent job when choosing Mrs. Dolin as her successor. She knows Mrs. Dolin from the Rotary Club and worked with her last year on the Kindness Banquet for the 5<sup>th</sup> graders. Mrs. Dolin joined her when visiting each class to talk to the students, and she purchased the gifts for the teachers. Taylor wanted to encourage the board to look at Mrs. Dolin's deeds and actions throughout the whole community. She said that Mrs. Dolin is a faithful Rotarian, is accountable, sincere, and never haughty, which is why it is so easy for her to go beyond and why she is a blessing to the ZB community.

Suriyyah Latif: Said she has been connected to the library since Cheryl Isom (Fischer). She has read the article and felt it is imperative to come and know what is happening behind the scenes. Latif offered to help in any way she or the Ahmadiyya Community can to support all partnerships with the library.

Mrs. Martin arrived at the meeting at 6:55pm to create a quorum.

## AGENDA

The agenda was presented.

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

**Motion:** Mrs. Onan moved to enter a hearing for the Combined Budget and Appropriation Ordinance for Fiscal Year beginning on July 1, 2016 and ending on June 30, 2017. **Second:** Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

## HEARING OF THE COMBINED BUDGET AND APPROPRIATION ORDINANCE.

Mrs. Dolin presented Ordinance 16/17-O-2 Combined Budget and Appropriation Ordinance for the fiscal year ending June 30, 2017, with a calculation sheet showing a proposed Levy of \$2,205,200, which is a 4.998% increase over the previous year's levy. Ms. Holmes asked what the other taxing bodies were doing with their budgets, and Mrs. Dolin said that she was not sure, but all of the taxing bodies are trying to hold costs down. Mrs. Dolin said the increase in the budget will go primarily to staffing and facility and grounds maintenance. The levy for IMRF decreased due to the additional

\$250,000 payment we made in 2015 toward the unfunded liability, which lowered the rate the library has to pay for its portion of the contribution to IMRF. We reduced the levy for IMRF for the current year, but the anticipated cost will be less than the levy extension, so we will make another small payment toward the unfunded liability, which might lower the rate again next year. We also decreased the levy in the Building, Site, and Maintenance special tax line and budgeted more of those expenditures in the regular operating Library fund.

**Motion:** Mrs. Onan moved to adjourn the hearing. **Second:** Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

Hearing adjourned at 7:16 pm.

Resumed regular session at 7:16pm

## MINUTES

The minutes from the 8.23.16 regular meeting were presented.

**Motion:** Mrs. Onan moved to approve the regular minutes as presented. **Second:** Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 8.23.16 regular meeting executive session were presented.

**Motion:** Mrs. Onan moved to approve the regular minutes as presented. **Second:** Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 9.8.16 regular meeting were presented.

**Motion:** Ms. Holmes moved to approve the regular minutes as presented. **Second:** Onan. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 9.8.16 regular meeting executive session were presented.

**Motion:** Ms. Holmes moved to approve the regular minutes as presented. **Second:** Onan. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

## TREASURER'S AND INVESTMENT REPORTS

The Treasurers and Investment Reports were presented. We are two months in to the new fiscal year. The majority of tax revenues are in. We are currently ahead of budget in collecting fines and fees, prints and copies, and faxes. In expenditures, the salaries are currently under budget, which includes one month that had 3 pay periods. Unemployment insurance requires paying more at the beginning of the year and then less as the year goes on. Equipment Maintenance, account 4605, looks overspent. This is due to a reading error on the copiers. We expect a refund, which will reduce the percent spent in that budget when it arrives. We budgeted for eResources differently this year with platform fees separated from content. Invoices are not always broken down that way, so it was an estimate. Platform fees are also paid once a year in a lump sum. The 5001 platform fee budget line is overspent, but the overall budget is in line with where it should be. We completed several special reserve projects as planned, primarily related to computer equipment and software. PPRT stands for Personal Property Replacement Tax. We estimate how much we are likely to receive based on prior years and information from other libraries and taxing bodies. Background checks are budgeted in recruitment now cost more, and we have hired quite a few new people. Employee education expenses are ahead of budget because we brought in harassment and discrimination prevention training from the Management Association. We still have a generous budget for employee education. Staff are almost always approved for things they request if the education helps them serve the public, enhances their skills, builds confidence, or meets a need in their job description. Staff can view webinars put on by a large variety of sources (ALA and its divisions, ILA, library vendors,

Library Journal, Booklist, the Management Association, RAILS, etc.) CCS, RAILS, LACONI, ILA, and others hold educational opportunities and staff can drive themselves or carpool together. Credit Card training is coming up and we will be training for the annual certification and digital systems. Ms. Abron will attend the ALA Midwinter Conference in Atlanta and funds have been budgeted in the employee education and travel budgets for others to attend as well. The library and information fields and patron needs are constantly changing. Professional Development is in each staff member's goals, so we want to offer as many opportunities as possible for them to get the training they need to do their jobs well.

## **BILLS**

The library paid for most of the expenses related to for Eric Velasquez visit, including those of the school districts. The Coalition for Healthy Communities will reimburse about \$3,500 of those costs. Nationwide retirement is a voluntary benefit. Monthly contributions are deducted from employees' pay and then paid by the library to Nationwide. The payment to Dusable Museum is a deposit for a program for black history month in February.

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

**Motion:** Mrs. Martin moved to approve payment of wire transfers and checks #, in the amount of \$187,212.29. **Second:** Mrs. Onan. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None.

Abstain: None. **Motion Carried.**

## **LIBRARY DIRECTOR'S REPORT**

We were open fewer days in August and numbers were down for visitors, laptop use, and hits on the ZB library page. More materials were brought in from and sent out to other libraries and electronic resources use is up. We are currently ahead of budget with the revenues for meeting rooms. Partner programs that offer a service to the library are not charged a fee. The library board and Mrs. Dolin received a letter from someone from the Genealogical Society who is concerned about the partnership and participation from the library. Mrs. Dolin, Mr. St. Cyr, and Mrs. Mull all replied to the email. Mrs. Dolin is committed to the relationship but cannot attend the monthly meetings herself. Two of our librarians specialize in history and archives and Ms. Westphal regularly attends the meetings on behalf of the library and collaborates to provide genealogy programs for the public. We also plan to continue to provide space for the group and its collections, and maintain the library's subscription to Heritage Quest and Ancestry. Mrs. Dolin will meet with the president of the group in the coming month.

Circulation of physical materials is down in almost every category over August 2015, but up 23% over two years ago. eBook and eAudiobook use is up by 30% over August of last year, and ABC Mouse, Ancestry, Mango Languages, and Freegal all saw strong growth. The summer reading program drew more participants and finishers this year, especially among the youth. The August *Read for the Win!* programs incorporated hip hop, cheerleading, and football, and drew nice crowds. Next year, we plan a Summer Learning program, which will incorporate reading, but also other learning activities and community engagement. The Hive computer usage statistic is down because the computers were removed and replaced with iPads and Chromebooks. We will remove and replace that line in the reports in the future. The youth services staff are working on enhancing their early childhood and family programming as called for in the Strategic Plan. They went on a daycare visit, held four active play date sessions, did a special Mo Willems/Dunkin Donuts program and did a special active play date session in addition to their normally scheduled storytimes. The youth book clubs are in full swing and include *1,000 Books Before Kindergarten*, *Monarch*, *Blue Stem*, and *Win With Reading*. The *Reading is Grand!* and Eric Velasquez programs went well – more details will be included in next month's report. The air conditioning is limping along and several repairs were needed this month. The annual inspection of the HVAC system found a faulty heat exchanger and a problem with a circuit board. We have a call into the attorney to see if we should go for bid or have our HVAC contractors do the work. Eddie and Robyn ended up escorting one of our subs home. Mrs. Mull commended the

security staff for staying consistent, and said she hopes the new monitor staffed after school program will give the students things to do. Two or more staff will participate in the Kaboom program, helping to build a new playground at Hermon Park. The staffing shortage, new staff responsibilities for statistical reports, and workflow for QuickBooks for the accountant's copy have put us behind in getting all of the components of the board packet together on time to get them in the mail. Barring any unforeseen complications, we expect that Board Packets will go out in the mail next month.

Employees are recognized by longevity service awards. The Employee Appreciation budget is used to purchase gift cards, and the staff also receive a card from the Staff Association Committee and a personalized card from Mrs. Dolin. There are quarterly drawings for staff who complete their professional development and community engagement goals. Staff nominate other staff to be recognized, and the forms are hung in the lounge, put in their employee files, and put in the communications for the board members to see. Mrs. Latif asked if the patron comment box was still used, and suggested having a morale activity with all of the staff. Ms. Libasci mentioned the barbecue and the staff birthday parties. Trustees would like to be available for the staff for encouragement and morale, and were invited to go to the birthday parties each quarter. Mrs. Pavelski maintains a list of volunteers. Summer workers and Jobs for Bees kids receive thank you notes with gift cards. We have an annual celebration to thank our ongoing volunteers.

### **COMMUNICATIONS**

- Letter from "ZB Staff" to Matt St. Cyr (returned to sender due to incorrect address)
- Kaboom! Letter from Marilyn Krieger, Executive Director for the Zion Park District
- Express your Opinion from Morgan Battley regarding youth in the Information Services area
- Complaint from Morgan Battley regarding language and attire of teens
- Peer Compliment form from Pat for Eddie and Ben
- Note to Carol from "Staff"
- Response from Carol Dolin to patron regarding book discussion groups
- Letter from ZBTHS Band Boosters
- Thank you Certificate for years of service
- Trail of Treats Flyer
- Thank you from District 6 for participating in Road Rally
- Thank you letter from Jubilee Days Festival for participating
- Thank you note from Joy Bah
- Express your Opinion from Maria Alvarado regarding Las Comadres Latinas
- Award Letter from Secretary of State Jesse White regarding the Project Next Generation grant of \$13,400
- Compliment from a patron for Eric Velasquez visit, more new materials and technology in the youth areas, and complimenting Garnet

### **ACCENTUATE THE POSITIVE**

- Eric Velasquez came and was a huge hit in the schools and at the library.
- PNG grant --\$13,400 for the 4<sup>th</sup> year in a row, works on bridging the technology gap and focusing on creative careers involving technology for students from 5<sup>th</sup> grade to high school.
- Travelling library is going very well. In August we delivered over 125 items to 14 residents, and we are looking to go out twice in the future.
- Cheerleader visit was fun.
- Healthy Hip Hop was a great program.

### **STAFF MORALE IMPROVEMENT REPORT**

- Longevity Service Awards
- Staff barbecue was a fun way for everyone to get together.
- Staff has really pulled together to cover the information services desk and to get the traveling library going.



- Public recognition of the staff for their character and resilience in the face of unprecedented adversity. These past months have brought new babies, serious illness, deaths of family members and close friends, and turnover in leadership. While this has been a very difficult time, the outstanding library staff continued to provide excellent service to the public.

#### TRUSTEE DEVELOPMENT

Tabled for next month.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

Adopt Ordinance 16/17-O-2, "Combined Budget and Appropriation Ordinance for the Zion-Benton Public Library District for the Fiscal Year Beginning July 1, 2016 and ending June 30, 2017."

**Motion:** Mrs. Onan moved to adopt Ordinance 16/17-O-2, "Combined Budget and Appropriation Ordinance for the Zion-Benton Public Library District for the Fiscal Year Beginning July 1, 2016 and ending June 30, 2017." **Second:** Mrs. Holmes. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

Adopt Resolution 15/16-R-1, "Resolution to Determine an Estimate of Funds Needed for 2016-2017 Fiscal Year."

**Motion:** Mrs. Onan moved to adopt Resolution 15/16-R-1, "Resolution to Determine an Estimate of Funds Needed for 2016-2017 Fiscal Year." **Second:** Mrs. Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

Adopt revised Position Classification Policy

**Motion:** Mrs. Onan moved to adopt the revised Position Classification Policy. **Second:** Mrs. Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

Adopt revised Work Week Policy

**Motion:** Mrs. Onan moved to adopt the Revised Work Week Policy. **Second:** Mrs. Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

Credit Card Policy

Many libraries have spending policies. This makes it easier for employees to know how they can and cannot use the credit cards. Currently 4 staff members have credit cards: Mrs. Dolin, Ms. Brumbaugh, Ms. Abron, and Mrs. Evans. Trustees approve of this policy and will vote on it at the next meeting.

#### EXECUTIVE SESSION:

**Motion:** Mrs. Onan moved to enter Executive Session at 8:27pm under 5 ILCS 120/2(c)(1).

**Second:** Mrs. Martin. **Roll Call:** Aye: Martin, Mull, Onan, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

**TIME OUT:** 9.08pm

**Motion:** Mrs. Onan moved to release the minutes from the executive session of the May 10, 2016 Special Meeting, June 28 Regular Meeting, and September 8 Special Meeting. **Second:** Holmes. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

#### ADJOURNMENT

**Motion:** Mrs. Mull moved to adjourn at 9:08pm. **Second:** Martin. **Roll Call:** Aye: Holmes, Martin, Mull, Onan. Nay: None. Abstain: None. **Motion Carried.**

The meeting adjourned at 9:08p.m.

Approved:

Signed: Matthew J. G.  
President

Attest: Mary E. Martin  
Secretary

Recording Secretary: Ryleigh Busch, Carol Dolin