

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
October 25, 2016**

President St. Cyr called the meeting to order at 6:31 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Absent: None.

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

Visitors: Ruben Rojas, Stephanie Smith, Warren Wood.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Mrs. Martin moved to adopt the amended agenda, with the resolution for reimbursements added to New Business: Item b. **Second:** Mrs. Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

COMMENTS BY VISITORS:

Beach Park Resident Warren Wood expressed concern about a recent article on the front page of the ZB News about the staff feeling alienated and forced to retire early. Mr. Ridder encouraged Mr. Wood to run for the board in the upcoming election. Mr. St. Cyr thanked Mr. Wood for taking the time to come and speak to the Board. Staff member Robyn Farnham expressed displeasure about Mr. Ridder's apparent impatience with Mr. Wood's comments. Mr. Ridder apologized. Former library employee and 12-year trustee Stephanie Smith reported her intention run for an open position on the board. She had been unable to serve while her husband had been ill. He recently passed away and she looks forward to becoming active in the library again. Library patron Ruben Rojas is a regular user of the library and stopped receiving notices in August for items he reserved that were ready for pickup. He expressed frustration because although he spoke with the circulation supervisor who informed him that he is not the only person to not receive the notices, the situation has not improved. Mrs. Dolin stated that this is a known issue that relates to software outside the library. We have been working with CCS, our catalog consortium, to address the problem, which is sporadic. We are grateful to Mr. Rojas for reporting the issue so we have specific information with which to troubleshoot.

MINUTES

The minutes from the 9.27.16 regular meeting were presented.

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

The minutes from the 9.27.16 regular meeting executive session were presented.

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

TREASURER'S AND INVESTMENT REPORTS

The travel budget for trustees was reduced this year since the conferences are local. The amount will cover mileage and parking. Harvard Maintenance is our cleaning service. Mr. Ridder inquired about the possibility of selling the Wells Fargo certificate of deposit. Mrs. Dolin believes the CD must be held until maturity to avoid paying a penalty, but will inquire with Ehlers Investments.

BILLS

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

Motion: Mr. Ridder moved to approve payment of wire transfers and checks #40993-40994,41015-41067, in the amount of \$170,517.55. **Second:** Mrs. Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin added an extra sheet to the narrative report itemizing data shown in the charts. eBooks and eAudiobook use is increasing dramatically. The number of suspensions has increased. Monitors are encountering situations where someone has been suspended and refuses to leave or comes in while on suspension. Occasionally, a young person is suspended and his or her parent verbally attacks the security monitor for putting the child out of the library. In one incident, Zion police were called, but did not remove the trespassing patron. Mrs. Mull observed that police are also experiencing the situation with parents or guardians verbally attacking them for doing their jobs. In another situation, a patron who has a history of question arose whether to suspend the subject permanently, or change the policy. The board said to document all behavior. A picture is posted in the staff room for staff to be aware of his usual behavior.

COMMUNICATIONS

Rotary Citrus orders are due in a couple weeks

- 2016 Community of Character Walk thank you from Zion Police Department
- Eric Velasquez Author/Illustrator Visit Report
- Letter of Resignation from Carol Romanowski
- E-mail from patron responding to the e-newsletter
- Patron post on ZBPL Facebook page about the ZB News article
- e-mail message to Mrs. Washkoviak and Mr. Moss thanking them for help with reserving and setting up the meeting room
- Patron compliment of John Lacson
- Peer Compliment from Daryn Libasci to Jamall Harris
- Peer Compliment from Pat to Eddie and Ben
- Peer Compliment from Anonymous to Debbie Evans
- Thank you letter to Paula Pavelski for participation in the Zion Township Summer Work Program, from Zion Township
- Thank you card from Chris at CCS to Carol Dolin
- Thank you card from United Way of Lake County for participation in the Early Learning Club
- Speaker report

ACCENTUATE THE POSITIVE

- Grandparent Connection program
- Reading is Grand program
- Eric Velasquez Visit
- Stem-based program on Wednesday afternoon
- New monitor led character based after school club with foosball, table tennis, and games
- Ms. Farnham did a great job with Reading is Grand and Eric Velasquez programs

TRUSTEE DEVELOPMENT

Succession Planning and New Board Orientation: the board should identify people who have talents that they are lacking, attract people to run if there is an empty seat. On the interview side, they should ask is if someone has a library card, how often they visit the library, community involvement, and how they would add leadership and diversity to the board. November 2016: Mrs. Martin will review Personal Property Replacement Tax (PPRT)

UNFINISHED BUSINESS

Adopt Corporate Credit Card Policy

This policy sets expectations, parameters for use, and consequences for misuse or failure to submit receipts in a timely manner. The director, assistant director, business manager and department coordinators will hold corporate cards. Each card holder will be required to sign the form attached to the policy. The language allowing for not submitting receipts of less than \$25 will be stricken from the policy.

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

Personnel Policy Manual Update

Mrs. Dolin submitted the contract after the last meeting to the Management Association, and would like to have it in place before FLSA takes effect on December 1. The Management Association reports that we might have an early draft before the November meeting, but the project will not be completed until January.

Staff Meetings-Tuesday, November 15, 8:00 a.m. and 4:30 p.m.

Mr. St. Cyr and Mrs. Mull attend. We will review the new payroll system and how it relates to the upcoming changes to the Fair Labor Standards Act (FLSA).

NEW BUSINESS

Adopt Ordinance 16/17-O-3 Levying Taxes for Corporate Purposes for the current Fiscal Year Commencing July 1, 2016 and ending June 30, 2017 for the Zion-Benton Public Library District, Lake County, Illinois.

Motion: Mrs. Driver moved to adopt Ordinance 16/17-O-3 Levying Taxes for Corporate Purposes for the current Fiscal Year Commencing July 1, 2016 and ending June 30, 2017 for the Zion-Benton Public Library District, Lake County, Illinois. **Second:** Mrs. Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

Resolution Regulating Reimbursement of Expenses for Staff and Trustees

Mrs. Dolin will use language from the sample policy recommended by the library attorney to create a resolution for adoption at the November 2016 meeting.

EXECUTIVE SESSION:

Motion: Mrs. Driver moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 7:31pm.

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

TIME OUT: 8:13 p.m.

ADJOURNMENT

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

The meeting adjourned at 8:14p.m.

Approved: November 29, 2016

Signed: /s/ Matthew St. Cyr
President

Attest: /s/ Mary Martin
Secretary

Recording Secretary: Ryleigh Busch, Carol Dolin