

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
April 25, 2017**

President Beverly Mull called the meeting to order at 6:35 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Martin, Mull, Onan, Ridder (read communication to be added and left immediately prior to the meeting's call to order), Sandoval, and Trustee Elect Rosemary Kauth. Absent: None.

Staff: Dawn Abron, Mollie Brumbaugh, Carol Dolin, and Nicholas Hyten.

Visitors: Madelynn Austin, Trane Representatives Vanessa Iorio and Daniel E Burrows

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented for adoption. The copy that was attached to the hard copies of the board packet was incomplete. The final copy, which included swearing in of new trustees and executive session was posted to the public and attached to the electronic copies of the board packet.

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

COMMENTS BY VISITORS

Mr. Ridder read personal comments to be added to the official communications prior to the meeting being called to order.

SWEARING IN OF NEWLY ELECTED TRUSTEES

Mrs. Mull was sworn in by Carol Dolin.

Ms. Kauth, Mrs. Martin, and Ms. Sandoval were sworn in by Mrs. Mull.

MINUTES

The minutes from the 2.28.17 Regular meeting were presented.

Mrs. Onan inquired about the question from the previous month about her motion. Mrs. Dolin replied that she had checked her notes and those of Sarah Washkoviak and Mollie Brumbaugh. All three sets of notes had Mrs. Onan recorded as the maker of the motion.

Motion: Mrs. Onan moved to approve the February 28, 2017 regular minutes as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 3.21.17 Regular meeting executive session were presented. Mrs. Driver noted that the title of the minutes said Special meeting instead of Regular meeting.

Motion: Mrs. Driver moved to approve the March 21, 2017 Regular meeting minutes with the correction to the title. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 3.21.17 Regular Meeting Executive Session were presented.

Ms. Kauth requested information about the minutes. Since they are not ready to be released yet, she was asked to wait until executive session.

Motion: Mrs. Onan moved to approve the March 21, 2017 Regular meeting Executive Session minutes as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 4.18.17 Finance Committee Meeting were presented.

Motion: Mrs. Driver moved to approve the Finance Committee meeting minutes as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

Ms. Kauth observed that there were a large number of minutes documents to approve. The board noted that this is unusual due to the February minutes being tabled the previous month, and the finance committee meeting, which does not occur on a regular basis.

TREASURER'S AND INVESTMENT REPORTS

Ms. Kauth inquired about the revenue shortfall of just over \$60,000. Several revenue budget lines at 75% through the year, are lagging behind budget. The library typically received about 98% of anticipated property tax revenues, which accounts for nearly \$40,000 or the shortfall. Other revenue lines that are running behind budget are fines and fees, interest, the American Express Rebate, Supplies, Vending Machines, Partners in Reading, and the e-rate rebate. We typically see the most revenues in several of these lines during May and June. It is likely that there will be a shortfall in fines and fees. Ms. Kauth also noted that spending is running behind budget in some areas including budget lines in PR and programming, supplies, and materials.

BILLS

The list of bills for March 2017 was presented for review.

Motion: Mrs. Driver moved to approve payment of wire transfers and checks #41389-41461, in the amount of \$154,721.80. **Second:** Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

OTHER BOARD REPORTS

The Finance Committee met to discuss the proposal for replacement of the HVAC components and operating system and how to finance the project. They explored the possibility of issuing bonds, taking a loan, or using fund balance or special reserve to pay for these expenses. The projected costs are \$553,975 excluding permit costs, taxes, unforeseen conditions, and unplanned upgrades or overtime, which typically are less than 7% over the project costs. The library has certificates of deposit with maturity dates that coincide with the project payment due dates and can comfortably fit within the projected cash flow for the end of FY 2016-17 and first quarter to half of FY 2017-18.

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin asked if there were any questions about the statistical and narrative reports from the Board Packet. There were several prominent incidents with disruptive patrons in March and early April. Some incidents were interactions with the same patron over a period of days or weeks. Mr. Busch contacted North Point to get some language for behavior contracts. We have also spoken with the schools, Zion Police, and Zion Park District to explore opportunities to train and develop strategies to manage behaviors that are disruptive to staff and people who want to use the library. We will bring drafts of revised patron behavior policy and behavior contracts to the May or June meeting for board approval.

COMMUNICATIONS

- Card and note from Dale Ridder
- Thank you note from Love INC of Lake County
- Thank you note to Steve Wold from Dee (patron)
- Peer Compliment Form from Sara T. to Paula
- Peer Compliment Form from Sara T. to Sean and Robyn
- Thank you email from Mr. Jay Wiltshire (Shiloh Elementary School)
- Thank you note from Kay Petersen (Zion Park District)
- Tax Rate objection settlement document regarding 2013 Tax Levy for BSE
- Letter from Milburn Cain for 2017 Audit
- Invitation to Board President Mull to the Coalicion Latinos Unidos de Lake County

ACCENTUATE THE POSITIVE

- American Girl Doll Kit Launch Program on Saturday, April 22!
- Sara T., Sean, Robyn, and Paula's teamwork in presenting Overdrive to Westfield School!
- The Hive attendance and use is up!
- New staff are doing great work!

TRUSTEE DEVELOPMENT

Tabled for next month. Amy Onan will present Chapter 2 from Serving our Public 3.0: Governance and Administration. Mrs. Mull would like to begin studying the United for Libraries Trustee Academy topics in coming months.

UNFINISHED BUSINESS

A Special Board Meeting will be scheduled for May 9 at 6:30pm to discuss the Director's Evaluation process and forms.

NEW BUSINESS

HVAC Contract Proposal

Ms. Iorio and Mr. Burrows reviewed the projected timeline, labor, and materials in the HVAC contract proposal, which includes the Rooftop units, VAV boxes, boilers, and operating system. If the contract is approved by June 1, the new system can be installed and functional by October when the weather cools off. The timing is good because the rooftop units can be tested while the weather is still warm. The Library's attorney reviewed the proposal and prepared a two-page rider. Trustees discussed the timing and funding of the project with the cash flow forecast.

Motion: Mrs. Driver moved to approve the contract with Trane for our HVAC project subject to approval by the Board President and/or Library Director and the Library District's Attorney. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

Mrs. Dolin presented a 3-year contract for lawn care, weeding, spring and fall clean-up, and snow and ice removal with Johnson's Landscaping at a monthly cost of \$1,845.25.

Motion: Mrs. Onan moved to approve the contract with Johnson's Landscaping as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

Mrs. Dolin presented a schedule of Board Meetings for fiscal year 2017-18.

Motion: Mrs. Driver moved to adopt the schedule of meetings for fiscal year 2017-18 as presented. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

Mrs. Dolin presented a Budget and Levy Calendar for fiscal year 2017-18.

Motion: Mrs. Driver moved to adopt the Budget and Levy Calendar for fiscal year 2017-18 as presented. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

EXECUTIVE SESSION:

Motion: Mrs. Mull moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 8:25pm. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

TIME OUT: 9:00 p.m.

ADJOURNMENT

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

The meeting adjourned at 9:02 p.m.

Approved: May 23, 2017

Signed: /s/ Beverly Mull
President

Attest: /s/ Amy Onan

Recording Secretary: Carol Dolin