

**MINUTES OF THE REGULAR BOARD MEETING of the Zion-Benton Public Library District  
8/22/17**

President Mull called the Regular Board Meeting to order at 6:31 p.m.

**ROLL CALL**

**Trustees Present:** Driver, Kauth, Mull, Onan, Sandoval. Trustee Martin was absent. Trustee Driver agreed to act as Secretary for the evening.

**Staff:** Dawn Abron, Mollie Brumbaugh, Nick Hyten, Garnet Miller.

**Visitors:** None

**PLEDGE OF ALLEGIANCE**

**COMMENTS BY VISITORS:** None

**AGENDA**

The agenda was presented.

Amendments proposed:

- Under VI a. the date needs to be corrected from 07/32/17 to 07/31/17.
- To remove discussion of the HVAC system from the Agenda. Mr. Greg Schmidt from Martin Peterson was not present.

**Motion:** Ms. Driver moved to approve the amended agenda. **Second:** Onan. **Roll Call:** Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: None. **Motion Carried**

**MINUTES**

The minutes from the 6/29/17 Special Meeting were presented.

**Motion:** Ms. Kauth motioned to approve the minutes from June 29, 2017 Special Meeting as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: None **Motion Carried**

The minutes from the 6/29/17 Special Meeting Executive Session were presented

**Motion:** Ms. Kauth motioned to approve the minutes from June 29, 2017 Special Meeting Executive Session as presented. **Second:** Driver. **Roll Call:** Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: None **Motion Carried**

The minutes from the 07/17/17 Special meeting were presented and the following amendments proposed.

- a. Add lawyer Roger Ritzman's last name to the document.

**Motion:** Ms. Onan motioned to approve the minutes from the July 17, 2017 Special Meeting as amended. **Second:** Driver. **Roll Call:** Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: None.  
**Motion Carried**

Trustee Jackie Holmes arrived at 6:41 p.m.

## **TREASURERS AND INVESTMENT REPORTS**

The Treasurer's Report and Investment Report ending July 30, 2017 were presented.

In response to a query by Trustee Kauth, Ms. Brumbaugh read a copy of the Resolution 16/17-R-4 Abolishing the Working Cash Fund. There was discussion about where the money in the fund was to be transferred. Per the Resolution, the money was transferred to the General Library Fund. Trustee Kauth was concerned that the money should be transferred to the Special Reserve Fund. It was agreed that this topic would be discussed with the new Interim Director, Linda Stoppenbach when she starts in September 2017.

## **BILLS**

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

There was discussion to approve bills including wire transfers, payroll, and checks numbered 41678-41680 and 41685-41717 in the amount of \$36,808.38.

**Motion: Ms. Driver motioned to approve the bills from July 2017. Second: Ms. Mull. Roll Call:**  
Ayes: Driver, Holmes, Kauth, Mull, Onan, Sandoval. Nays: None. **Motion Carried**

## **REPORTS**

### **LIBRARY DIRECTOR'S REPORT**

Assistant Director Mollie Brumbaugh presented the statistical, narrative and incident reports for June 2017.

Ms. Brumbaugh asked Trustees for feedback regarding the graphed statistics presented. Mrs. Kauth stated that she doesn't need to see a graph. Other board members wanted the graphs, but felt that the current format is too busy and no longer helpful. Ms. Brumbaugh noted the Board's feedback and agreed to experiment with additional formats for the Trustees to review in September.

### **ACCENTUATE THE POSITIVE:**

There was discussion about the re-branding of the Teen Space from The Hive to the Sandbox. Ms. Abron noted that there had been confusion with the Library's Hive with a local business named The Hive in town, so there was a need to re-brand the space.

### **UNFINISHED BUSINESS**

a. Diversity & Inclusion Committee

It is noted that the Trustee Bylaws need to be updated to include a Diversity and Inclusion Committee. Potential meeting dates were discussed. They agreed that the Committee should review and discuss the events and partnerships the Library supports with programming and Staff/Trustee time.

## NEW BUSINESS

### a. IPLAR Review and Signatures

Ms. Brumbaugh presented the Illinois Public Library Annual Report for the year ended 6/30/2017. She noted that there are 3 updates from the copy presented in the packet to the copy for signature.

- Section 14, Item 14.3 Total Annual Visits was updated to: 174,589
- Section 21, Item 21.5 Number of users (sessions) of Public Internet Computers Per Year was updated to: 32,295
- Section 25: Updated to reflect when the review of Board Minutes was completed.

Ms. Kauth inquired why some sections are blank. It was noted that there were some sections that relate to Municipal Libraries, which are not relevant to Zion-Benton Public Library as it is a Library District.

**Motion:** Ms. Onan motioned to approve IPLAR as updated. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Kauth, Mull, Onan, Sandoval. Nay: None. **Motion Carried**

### b. Ordinance No. 17/18-O-2: .02% Building and Maintenance Tax

This Ordinance was drafted by library attorney Roger Ritzman.

**Motion:** Ms. Driver motioned to approve Ordinance No. 17/18-O-2 as presented. **Second:** Kauth. **Roll Call:** Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: None. Abstain: Holmes. **Motion Carried**

### c. Discussion of the annual TIF Meeting – attended by Nick Hyten

A discussion about the need to Levy for the library district's portion of the TIF in December 2017 followed, including discussion about Option #2, a practice followed by local Schools. That option was recommended. Trustee Kauth noted that the TIF District was protected from tax increases.

### d. Latino Coalition

Trustee Sandoval brought up the request by the Latino Coalition for a donation to their fundraiser. There was some discussion that previous attempts to contact the Latino Coalition had not been successful.

**Motion:** Ms. Holmes motioned to not contribute to the Latino Coalition Fund Raiser. **Second:** Kauth. **Roll Call:** Aye: Driver, Holmes, Kauth, Mull, Onan, Sandoval. Nay: None. **Motion Carried**

There was general discussion regarding the following topics:

- The Board wanted the staff to know that applications for permanent Director were not being accepted at that time. Applications will need to wait until the search is officially opened.
- The Policy on Unattended Children needs to be reviewed soon based on a recent incident.
- The no nepotism policy banning Trustee family members from working at the Library.

## EXECUTIVE SESSION

The Board decided to go into Executive Session at 7:54 pm.

**Motion:** Ms. Onan. **Second:** Ms. Driver. **Roll Call:** Aye: Driver, Holmes, Kauth, Mull, Onan, Sandoval. Nays: None. **Motion Carries**

**ADJOURNMENT**

**Motion:**

The meeting adjourned at p.m.

Approved: \_\_\_\_\_

Signed: \_\_\_\_\_

President

Attest: \_\_\_\_\_

Secretary

Recording Secretary: Mollie Brumbaugh