

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
September 26, 2017**

President Beverly Mull called the meeting to order at 6:31 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Kauth, Martin, Sandoval, and Mull. Absent: Onan. Holmes arrived at 6:45.

Staff: Mollie Brumbaugh, Linda Stoppenbach, Nicholas Hyten, Dawn Abron. And Garnet Miller

Visitors: Niko Cook

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented for adoption. Mull proposed bringing visitor, Niko Cook to the beginning of new Business, and as no public was present for the Public Hearing on the Combined Budget and Appropriation Ordinance, it would be addressed under New Business.

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

COMMENTS BY VISITORS

Cook identified herself and her firm Okin Consultants and Professional Services, LLC.

MINUTES

Brumbaugh stated that the minutes of 7/25/, 8/12 and 8/22 were not yet available.

TREASURER'S AND INVESTMENT REPORTS

Mull questioned the changes in the PPRT income, the CCS and Web Development expenses. Mull questioned the excess of funds in the General fund, and discussed the possibility that they would be transferred to the Special Reserve. Stoppenbach asked if there was a provision for excess funds to transfer to the Special Reserve automatically upon the close of the fiscal year.

BILLS

The list of bills in the treasurer's report was presented for review.

Motion: Driver moved to approve payment of bills including wire transfers, payroll, and checks numbered 41719-41542 and 41795 in the amount of \$175,663.50. **Second:** Martin. **Roll Call:** Aye: Kauth, Mull, Martin, Sandoval, and Driver. Nay: None. Abstain: Holmes. **Motion Carried.**

OTHER BOARD REPORTS

None.

LIBRARY DIRECTOR'S REPORT

Stoppenbach presented the director's report. Brumbaugh is responsible for the new statistics look, and comments were favorable. It was suggested that 2014-2015 data could be dropped from the reports.

Stoppenbach and Brumbaugh discussed the problems with the Pro Data Payroll System, and how it is not calculating vacation accruals correctly. Suggestions to audit the system, as many as 4 times per year were presented. Stoppenbach said she hoped the problem would be fixed by the next board meeting.

Kauth suggested that perhaps the entire staff would benefit from the NAMI training that the Library monitors received.

Sandoval commented about the lack of decorating on the library Labor Day float. Brumbaugh explained that the library banner could not be used due to the windy conditions that day.

Kauth Commented about the incident report, and questioned the need for two forms of I.D. for a library card.

Beverly Mull commented that the library had paid to join the Latino Coalition, but had not heard from them. Stoppenbach promised to follow up on this.

ACCENTUATE THE POSITIVE

There was discussion about the library programs cited in the director's report.

COMMUNICATIONS

Stoppenbach brought the invitation to the Black Lives Matter Awards Ceremony dinner. The board agreed to purchase a table to the event. Holmes, Martin, Mull, Stoppenbach and possibly Onan will attend. The remainder of the table seats will be open to library staff.

TRUSTEE DEVELOPMENT

Stoppenbach presented that the State of Illinois was asking for a safety review as presented in *Serving Our Public 3.0*, Chapter 12 to qualify for the library Per Capita Grant.

UNFINISHED BUSINESS

Stoppenbach's memo about the HVAC system was discussed. Stoppenbach stated that Greg Schmidt from the Martin Peterson company thought the library's HVAC system could last through the winter with the \$970 repair. Stoppenbach asked the board to form a committee to study the HVAC issue. Holmes, Driver, and Martin agreed to join the committee, along with Stoppenbach. The committee is scheduled to meet on October 9 at 10:00 am.

NEW BUSINESS

Mull commented that the library had been asked to participate, and possibly host a job fair hosted by Paramount Staffing on November 16 from 4-7 pm. They would also need to borrow 3 laptops. Stoppenbach promised to follow up.

Niko Cook of Okin Consultants discussed her company's proposal to conduct a library director search. She suggested 60 days for the initial search with \$225 to \$250 initial fees for the job launch using Indeed.com. Further consultancy fees would need to be negotiated.

Ordinance 17/18-O-1 The Budget and Appropriations Ordinance was presented. Stoppenbach noted that Roger Ritzman, the library attorney, had approved it.

Motion: Driver moved to adopt 17/18-O-1 The Budget and Appropriations Ordinance as presented.

Second: Holmes **Roll Call:** Aye: Holmes, Kauth, Mull, Martin, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

A library patron, who requested not to have his name made public, contacted Stoppenbach to request that his one-year suspension for watching pornography in the library be appealed.

Motion: Mull moved to reduce the sentence to 30 days from today. **Second:** Martin **Roll Call:** Aye: Kauth, Mull and Martin. Nay: Driver, Sandoval, Holmes. Abstain: None. **Motion Failed.**

Motion: Holmes moved to reduce the sentence to 90 days from today. **Second:** Sandoval. **Roll Call:** Aye: Holmes, Martin, Sandoval, and Driver. Nay: Driver. Abstain: Mull. **Motion Carried.**

Stoppenbach presented Resolution 17/18 R-1 granting the Interim Director Financial and Banking Authority.

Motion: Ms. Driver moved to adopt Resolution 17/18 R-1 granting the Interim Director Financial and Banking Authority as presented. **Second:** Mull. **Roll Call:** Aye: Holmes, Kauth, Martin, Mull, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

Stoppenbach Presented Resolution 17/18 R-2 Resolution to Determine an Estimate of Funds Needed for 2017/2018 Fiscal Year.

Motion: Driver moved to adopt Resolution 17/18 R-2 Resolution to Determine an Estimate of Funds Needed for 2017/2018 Fiscal Year as presented. **Second:** Mull. **Roll Call:** Aye: Holmes, Kauth, Martin, Mull, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

Holmes requested lanyard style nametags for the next meeting. Stoppenbach offered to obtain them.

EXECUTIVE SESSION:

Motion: Driver moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 9:16 pm. **Second:** Mull. **Roll Call:** Aye: Holmes, Kauth, Martin, Onan, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

ADJOURNMENT

Motion: Mull adjourned the meeting.

The meeting adjourned at 9:40 p.m.

Approved: _____

Signed: _____
President

Attest: _____
Secretary

Recording Secretary: Linda Stoppenbach