

MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC LIBRARY DISTRICT October 24, 2017

President Beverly Mull called the meeting to order at 6:34 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Kauth, Onan, Sandoval, and Mull. Absent: Martin.

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

Visitors: Collette Davis (arrived 6:40)

PLEDGE OF ALLEGIANCE

Rosemary Kauth was appointed Secretary Pro-Tem.

AGENDA

The agenda was presented for adoption. Kauth proposed an amendment to add discussion about the preschool screening program.

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

COMMENTS BY VISITORS

Colette Davis Identified herself as being with the Zion-Benton Leadership Academy and as a board member of the Coalition for Healthy Communities.

MINUTES

The Minutes of 9/26/2017 were presented. The minutes need to be amended to reflect that Niko Cook is spelled with a K.

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

The Minutes of 9/26/2017 executive session were tabled.

The minutes of 7/25/2017 were presented. Kauth commented that the comments by visitors were overlong in the minutes.

Motion: Driver moved to adopt the minutes as presented. **Second:** Onan. **Roll Call:** Aye: Onan, Sandoval, Mull, and Driver. Nay: None. Abstain: Kauth, Holmes. **Motion Carried.**

The minutes of 8/08/2017 special meeting were presented.

Motion: Driver moved to adopt the minutes as presented. **Second:** Onan. **Roll Call:** Aye: Onan, Sandoval, Mull, Holmes, and Driver. Nay: Kauth. Abstain: None. **Motion Carried.**

The minutes of 8/12/2017 special meeting were presented.

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

The minutes of 8/22/2017 special meeting were presented.

Motion: Driver moved to adopt the minutes as presented. **Second:** Holmes. **Roll Call:** Aye: Onan, Sandoval, Mull, Holmes, Kauth and Driver. Nay: None. Abstain: None. **Motion Carried.**

TREASURER'S AND INVESTMENT REPORTS

Holmes asked for more description regarding the bills. Stoppenbach agreed to look into this. Kauth asked if the money from the closed funds went into the special reserve.

BILLS

The list of bills in the treasurer's report for the month ending September 30 as presented for amended.

Motion: Holmes moved to approve payment of bills including wire transfers, payroll, and checks numbered 41797-41860 and 41767 in the amount of \$161,009.67. **Second:** Kauth. **Roll Call:** Aye: Holmes, Kauth, Mull, Onan, Sandoval, and Driver. Nay: None. Abstain: **Motion Carried.**

OTHER BOARD REPORTS

None.

LIBRARY DIRECTOR'S REPORT

Stoppenbach presented the director's report.

Kauth and driver commented that they liked the new report format.

Stoppenbach discussed the ongoing library audit.

Stoppenbach and Brumbaugh discussed ongoing problems with the Pro Data System, and the progress that had been made to fix them.

Stoppenbach discussed attending the Coalition for Healthy Communities, and the revitalization of the Literacy Task Force, which was now meeting at the library. Stoppenbach and Collette Davis reminded everyone that the Spelling Bee was November 2 from 6-9. The library would have a spelling team, donate a basket, and encourage staff and board members to attend.

Stoppenbach noted that the Paramount Staffing job fair would be held at the library on 11/16/2017.

Stoppenbach noted that books had been ordered for the Rotary.

The process for creating a new Diversity and Inclusion Committee was discussed. This would be considered under the Committee Resolution agenda item.

Stoppenbach reminded the board about attending the Coalition Corporate Spelling Bee. She asked the meeting attendees to consider attending the event to cheer for the library's team.

The progress of the training for the Cooperative Computer System (CCS) migration to a Polaris system was discussed. Two staff members would be attending the Train the Trainor sessions with other staff members attending trainings that are more specific.

Mull noted the need for more monitor staffing. There was discussion about a youth that had been handcuffed by the police at the library. Stoppenbach promised to follow up on this.

There was discussion about attending the Latino Coalition. It was noted that Linda Sandoval attends, and that the meetings are held the 2nd Tuesday of the month at noon in the Waukegan Public Library.

Stoppenbach asked that anyone planning to attend the Mayor's Luncheon on 11-2-2017 please contact her so that the spot could be reserved.

ACCENTUATE THE POSITIVE

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

COMMUNICATIONS

The library received invitations to attend Mental Health training at ZBTHS, and also from Lake County.

Stoppenbach mentioned that other dates were available at nearby locations, and at least one staff member was signed up. Stoppenbach agreed to make sure the staff was aware of these opportunities.

The library received Notice of a TIF meeting on November 14. Stoppenbach discussed the upcoming meeting, and the possibility of receiving more funding with the closing of the TIF. Stoppenbach agreed to attend the November 14 meeting.

TRUSTEE DEVELOPMENT

Stoppenbach discussed the Library Law and Finances meeting that she attended October 21. Stoppenbach encourages the board members to consult the Administrative Read Reference website at the State Library website. Stoppenbach mentioned that rules blocking public comments were discouraged by the state.

Beverly Mull discussed attending Library Trustee Day October 12 in Tinley Park. Mull stated that FOIA policy, Robert's Rules, Strategic Planning, Fidelity of Purpose, Fiduciary Duty, the relationship of the board to the staff, summer reading, etc. were covered. Mull noted that the program had gone well, but that she did not have business cards. Stoppenbach agreed to print up Library Trustee business cards for the next board meeting.

UNFINISHED BUSINESS

The status of the HVAC project was discussed. The fan box repairs were performed, and the system is running normally. The public bidding process and the legal exceptions to it were discussed. The Finance Committee agreed to meet to discuss the issue on November 13, at 11:00 at the library.

Preschool screening was discussed with 2 staff members obtaining training through Lake County. A schedule of when the screening will be open to the public will appear in the next newsletter.

Stoppenbach brought the requested information about the Community Tree Trim at Brookfield Zoo. Onan suggested having a board activity that would be closer. Visitor Collette Davis was consulted and the board members agreed to check their schedules to see if they could help out with the November 3 Harvest Celebration at the Christian Faith Fellowship Church.

Holmes suggested having a community tree in the library to donate socks for Socks for the Soul

NEW BUSINESS

Ordinance 17/18-O-2 Levying Taxes for Corporate Purposes for the Current Fiscal Year Commencing July 1, 2017 and Ending June 30, 2018 for Zion-Benton Public Library District, Lake County, Illinois was presented. Stoppenbach noted that Roger Ritzman, the library attorney, had approved the document. Public Comment: There was no public comment.

Motion: Kauth moved to adopt 17/18-O-2 The Levy Ordinance as presented. Second: Driver **Roll Call:** Aye: Holmes, Kauth, Mull, Onan, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

Ordinance 17/18-O-3 Prevailing Wage Ordinance was presented. Stoppenbach noted that the last prevailing wage ordinance passed in June was for the previous fiscal year. Stoppenbach noted that there were various postings and filings that needed to be accomplished so that passing it earlier in the year was preferable.

Motion: Driver moved to adopt 17/18-O-2 The Prevailing Wage Ordinance as presented. Second: Kauth **Roll Call:** Aye: Holmes, Kauth, Mull, Onan, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

Stoppenbach presented Resolution 17/18 R-3 Resolution to establish a Diversity and Inclusion Committee. Stoppenbach stated that per the library bylaws, board committees could be established by setting up a task force, or by amending the bylaws to add another permanent committee.

Motion: Driver moved to adopt Resolution 17/18 R-3 Establishing a Diversity and Inclusion Committee as presented. Second: Sandoval. **Roll Call:** Aye: Holmes, Kauth, Onan, Mull, Sandoval, and Driver. Nay: None. Abstain: None. **Motion Carried.**

The Diversity and Inclusion Committee first meeting date was set to be November 1, 2017 at 5:30 with Holmes, Sandoval, Martin, Mull, Stoppenbach and Onan attending.

There was a discussion about processing passports in the Zion Benton Public Library. Stoppenbach noted that Ela Library was processing passports. Stoppenbach was asked to bring more information.

EXECUTIVE SESSION:

Motion: Driver moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 8:56 pm. **Second:** Kauth. **Roll Call:** Aye: Holmes, Mull, Kauth, 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