

7/24/2018 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC
LIBRARY DISTRICT
July 24, 2018

President Beverly Mull called the meeting to order at 6:33 p.m.

ROLL CALL:

Present: J. Holmes, R. Kauth, B. Mull, A. Onan, L. Sandoval

Absent: W. Driver

Staff present: G. Miller, D. Abron, S. Torrez, S. Johnson, M. Jacobsen

Visitors present: None

AGENDA: Presented. Suggestion to table the review of May 22, 2018 minutes until the August meeting. Motion to accept with amendments: M. Martin, Second: J. Holmes. Roll Call: Aye: Kauth, Mull, Onan, Sandoval Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS: None

MINUTES: The minutes of the June 26th, 2018 regular meeting were presented. A minor change was requested. Ms. Onan moved to approve the June minutes with the requested correction. Second: M. Martin. Roll Call: Aye: Holmes, Kauth, Mull, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

The minutes of the July 17th, 2018 finance committee meeting were presented. Ms. Kauth motioned to approve the finance committee minutes. Second: Ms. Holmes. Roll Call: Aye: Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

TREASURER'S REPORT AND INVESTMENTS: The treasurer's report and investment report ending June 30th, 2018 were presented.

Information was given to the board regarding funds that were switching accounts. It was also mentioned that Ehlers is going to come help with the library's investment policy.

The list of bills for June 2018 were presented for review. Approval of bills for June 2018 to include wire transfers, payroll, and checks numbered 442408-44262 and 442470-442480. Motion: Kauth. Second: Holmes. Roll Call: Aye: Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

LIBRARY DIRECTOR'S REPORT: Mr. Jacobsen presented his director's report. A staffing update was given. One new hire in YS, and 2 monitors. Ms. Holmes asked to make sure new staff knew they were welcome to come to board meetings. An update regarding what staff will be doing while the library's closure was given. Each department will be deciding what will be done on days other than 8/16/2018. On 8/16, the entire staff will be

meeting as a whole group for a full day of training. Half of the day will be whole group, the other half will be selected by staff themselves from predetermined choices.

MAINTENANCE REPORT: The HVAC project is going as planned.

UNFINISHED BUSINESS: The meeting room policy was revisited due to a board member changing their vote. Mr. Jacobsen met with the library's lawyer in regards to the changing of the vote. After some discussion, it was determined that due to the change in vote, the policy would then go back to what it was prior to the vote in question.

Trustee Development was also briefly discussed on how to report board members' program attendance so that it is recorded in the board packets. It was determined that the board member attending such program is responsible for getting such information to either the director or administrative assistant by the 10th of each month.

NEW BUSINESS:

Discussion was had on how the Ordinance approving the .02% Building, Sites, and Maintenance Fund for the Fiscal Year 2019-2020 is presented as well as why it is presented when it is presented. Ms. Holmes motioned to approve the Ordinance approving the Building, Sites, and Maintenance Fund for Fiscal Year 2019-2020. Second: Martin. Roll Call: Aye: Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The Special Reserve Fund purpose and usage was discussed. It was determined that funds from other accounts needed to be transferred into the Special Reserve Fund. Ms. Martin motioned the approval of the Ordinance approving the Special Reserve Transfer. Second: Holmes. Roll Call: Aye: Kauth, Mull, Onan, Sandoval.

A Brief discussion was had regarding Prevailing Wage for library staff. Ms. Kauth motioned to approve the ordinance approving Prevailing Wage. Second: Sandoval. Roll Call: Aye: Holmes, Martin, Mull, Onan. Nay: -0-. Abstain: -0-. Motion Carried.

The board had a brief review of the tentative Budget and Appropriation and the Estimate of Revenues Resolution. After some discussion, a date of August 28th, 2018 at 6:30pm was decided as the hearing date for the Library's Budget and Appropriation.

Adjournment: At 7:49pm, Ms. Onan motioned to adjourn the regular meeting of the Zion Benton Public Library Board. Second: Sandoval. Roll Call: Aye: Holmes, Kauth, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson