

8/28/2018 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC
LIBRARY DISTRICT
August 28th, 2018

President Beverly Mull called the meeting to order at 6:45 p.m.

ROLL CALL:

Present: W. Driver, J. Holmes, M. Martin, B. Mull

Absent: R. Kauth, A. Onan, L. Sandoval

Staff present: B. Busch, D. Abron, S. Torrez, S. Johnson, M. Jacobsen, N. Hyten, M. Brumbaugh

Visitors present:

AGENDA: Presented. Amended section IX, New Business to include letter d. Resolution 18/19 R-4. Motion to adopt with amendments: W. Driver. Second: M. Martin. Roll Call: Aye:, Driver, Holmes, Martin, Mull Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS: None

MINUTES: The minutes of the May 22nd, 2018 regular meeting were presented. Ms. Martin moved to approve the May minutes as presented. Second: W. Driver. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The minutes of the July 24th, 2018 regular meeting were presented. Ms. Holmes motioned to approve the minutes. Second: Ms. Martin. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The minutes from the June, 26th, 2018 Executive Session were presented. Mrs. Driver motioned to adopt the minutes of the June Executive Session as presented. Second: Holmes, Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The minutes from the July 24th, 2018 Executive Session meeting were presented. Ms. Martin motioned to adopt the minutes of the July Executive Session meeting as presented. Second: Holmes. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstai: -0-. Motion Carried.

TREASURER'S REPORT AND INVESTMENTS: The treasurer's report and investment report ending July 31st, 2018 were presented.

Ms. Holmes asked about the transfer to the special reserve fund. Mr. Jacobsen explained that there had been an ordinance passed in July to do so. He also explained that the amount was so large due to the fact that money had not been moved in many years. The money that is being put into the special reserve fund will be used to help pay for predictable major projects in the library's future plans.

Ms. Mull asked why the small grants are listed as is. Mr. Jacobsen explained that it was better to separate grants in the report rather than list them in a lump sum elsewhere in the report.

LIBRARY DIRECTOR'S REPORT: Mr. Jacobsen presented the statistical, narrative, and incident reports for July 2018. Also presented were the Tentative Fiscal Year Board Calendar and the review of chapters 7 and 8 of Trustee Fact Files 3rd Edition.

Statistical: Ms. Holmes asked about Make It Monday and how that was going. Also discussed was how the free lunch program was going and that it had recently ended.

Narrative: Discussion was had regarding what staff had done during the week the library was closed due to the HVAC project.

Incident: Discussion was had regarding an incident that occurred within as well as outside the library. Ms. Mull mentioned that she was grateful to have such trained staff to deal in these circumstances.

Tentative Fiscal Year Board Calendar: Mr. Jacobsen explained that this calendar would break down what was discussed at each board meeting throughout the year. He explained that some policies would be presented to the board every few years, or as necessary, but that there were some that would be reviewed yearly.

Mr. Jacobsen also mentioned that he would like to get into Strategic Planning the summer of 2019. The library currently has a strategic plan through 2020. While discussing the strategic plan, Ms. Holmes asked about the library opening on Fridays and Sundays.

Mr. Jacobsen also included a memo and reading for trustee members regarding their training requirements for the Per Capita and Equalization Grant.

NEW BUSINESS:

The IMRF authorized Agent Resolution and Form 220 were brought to the board. Mr. Jacobsen stated that this was needed so he could become an authorized agent for the library. This would allow him to make changes to the library's IMRF account. Ms. Driver motioned to make M. Jacobsen the IMRF Authorized Agent for the Zion Benton Public Library. Second: Ms. Holmes. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

An "Unattended Children and Vulnerable Persons Policy" was presented to the board. After some discussion regarding details of the policy and procedures listed within, Ms. Holmes motioned to adopt the policy. Second: Driver. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

A new CCTV system was discussed, with quotes given from companies. This would add cameras to the outside of the building and update the ones in use currently. The cameras would be analog for the time being, but could be made to be HD when the library is needed. Ms. Driver asked about video storage. Mr. Busch explained that it would essentially replace what the library currently uses. The installation would take place on a Friday while the library was closed. Ms. Mull asked which quote Mr. Busch recommended. With recommendation, the board decided to take the quote from the vendor Moonlight. Mrs. Driver motioned to select Moonlight as the choice for the new CCTV system. Second: Holmes. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Resolution 18/19 R-4 was presented. This resolution concerned the release of Closed Session

Minutes for July 1st, 2017 through May, 30th, 2018. It was stated that the minutes that had anything to do with regard to legal or personal issues were not released. The closed session meetings were sorted in to two schedules, schedule A and schedule B. Schedule A would be released, Schedule B would not be released. Ms. Driver motioned to release schedule A only. Second: Martin. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Adjournment: At 7:47pm, Ms. Driver motioned to adjourn the regular meeting of the Zion Benton Public Library Board and enter into Executive Session. Second: Martin. Roll Call: Aye: Driver, Holmes, Martin, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson