

MINUTES OF THE REGULAR MONTHLY BOARD MEETING OF THE ZION-BENTON PUBLIC LIBRARY DISTRICT

October 23, 2018

President Beverly Mull called the meeting to order at 6:30 PM.

ROLL CALL:

Present: A. Onan, R. Kauth, J. Holmes, M. Martin, B. Mull,

Absent: W. Driver**, L. Sandoval*

Staff Present: S. Johnson, S. Torrez, M. Jacobsen, G. Miller, M. Brumbaugh, & S. Epple.

Visitors Present: Margaret Donnell (Project Manager) and Greg Schmidt (Vice President) of Martin Peterson Company, Inc., and Steffi Smith.

*Steffi Smith and Linda Sandoval entered at 6:35 PM

**Wendy Driver entered at 6:50 PM.

***Recording Secretary Stacy Johnson exited and was replaced by S. Torrez at 8:52 PM.

AGENDA: The agenda was presented and the following changes were proposed: Move the HVAC presentation up, to be presented after bills review, modify the date of the minutes to be approved from 10/18/18 to 10/16/18, and possibly add the action item to vote on the Board Bylaws.

MOTION: R. Kauth moved to adopt the agenda and proposed changes.

Second: J. Holmes

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS: None.

MINUTES: The minutes from the September 25, 2018 Regular Meeting were presented.

MOTION: A. Onan moved to adopt the minutes from the September 25, 2018 Regular Meeting.

Second: R. Kauth

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, A. Onan

Nay: -0-

Abstain: -0-
Motion Carried

The minutes from the September 25, 2018 Executive Session Meeting were presented.

MOTION: R. Kauth moved to adopt the minutes from the September 25, 2018 Executive Session Meeting.

Second: M. Martin

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes from October 16, 2018 Finance Committee Meeting were presented.

MOTION: J. Holmes moved to adopt the minutes from the October 16, 2018 Finance Committee Meeting, as noted.

Second: M. Martin

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried

TREASURER'S AND INVESTMENT REPORT: Mr. Jacobsen pointed out that the maturity date of the CD – DMB Bank 12/11/17 is incorrect and will be corrected on the next Treasurer's Report. The CD – Discover Bank funds that matured on 11/2/18 were used to cover the cost of the HVAC project. Ms. Mull questioned if any use has been planned for lines 4030, 4031, 4032, 4033 in regards to Staff Recognition. Mr. Jacobsen replied that the Staff Association Committee was being reconvened and would be involved with some of the planning for those funds. Checks #42618, #42643, and #42654 were called into question. Mr. Jacobsen explained the reasons behind each check: #42618 is for our Accounting Consultant, Ms. Jill Belmont, who has worked extra hours due to special projects and staff vacations. #42643 is for our portion of legal fees shared with the City of Zion; #42654 is for Sterling Talent Solutions, the company used to run background checks on incoming employees.

BILLS: The bills for September 2018 were presented.

MOTION: J. Holmes moved to adopt the bills for September 2018 as presented.

Second: L. Sandoval

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried

HVAC Completion Presentation: Margaret Donnell (Project Manager) and Greg Schmidt (Vice President) from Martin Petersen went over the details of the work done and explained how the new system works. They highlighted features such as the Alert System which will allow for better maintenance and response time, should an emergency occur. They also featured the temperature control which can be preset in advanced for specific areas of the building, allowing for a more tailored approach to controlling the temperature throughout the library.

LIBRARY DIRECTOR'S REPORT:

Statistical Report for September 2018 – Mr. Jacobsen noted that the numbers for our ebook circs seem too high. Inquiries are being sent to CCS and Polaris to confirm the actual statistics. As requested by Trustee R. Kauth, the inter-library loan statistics report will be included in next month's board packet.

Narrative Report for September 2018: Mr. Jacobsen and Trustee M. Martin talked about their experiences at the ILA Annual Conference, held in Peoria, IL. Both had a great time and found a lot of value in the programs and sessions attended.

Incident report for September 2018: The Board was made aware of the presence of the Uniformed Police Officer in our lobbies.

Tentative Fiscal Year Board Calendar: Mr. Jacobsen reviewed and reiterated that this is a working document that can and will change depending on the needs of the Library. For example, the review of the Food and Drink Policy may be delayed due to more pressing issues. Also, it helps to know what can be worked on in the meantime, such as Mr. Wold is already working on the Library Card Policy, which is not scheduled for review until January 2019. The consensus of the Board is that this document is extremely helpful and greatly appreciated.

Training: The Do's and Don'ts of Interacting with Patrons Affected by Mental Illness: All in attendance watched the aforementioned webinar via YouTube. All found it to be very informational and educational.

UNFINISHED BUSINESS:

a. Levy Ordinance

MOTION: J. Holmes moved to adopt the Levy Ordinance as presented.

Second: W. Driver

Roll Call:

Aye: B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan, W. Driver

Nay: -0-

Abstain: -0-

Motion Carried

b. Board Bylaws Discussion: The bylaws were discussed and will be represented at the November Board Meeting.

NEW BUSINESS:

Freedom of Information Act Policy Review

The Freedom of Information Act Policy was presented for review and approval.

MOTION: W. Driver moved to adopt the Freedom of Information Act Policy.

Second: R. Kauth

Roll Call:

Aye: W. Driver, B. Mull, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: J. Holmes

Abstain: -0-

Motion Carried.

Video Surveillance Policy Review: There was discussion about removing item four from section one due to negative connotations. That section would instead be sent to employees via an email memo.

MOTION: A. Onan moved to remove item 4 from section 1 of the Video Surveillance Policy.

Second: R. Kauth

Roll Call:

Aye: W. Driver, B. Mull, , M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: J. Holmes

Abstain: -0-

Motion Carried

MOTION: W. Driver moved to adopt the updated Video Surveillance Policy.

Second: L. Sandoval

Roll Call:

Aye:, W. Driver B. Mull, , M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: J. Holmes

Abstain: -0-

Motion Carried

Computer Update Proposal.

MOTION: A. Onan moved to approve the provided quote for computer updates provided by Lenovo.

Second: W. Driver

Roll Call:

Aye: W. Driver, B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried

EXECUTIVE SESSION

ADJOURNMENT

MOTION: M. Martin moved to adjourn the meeting.

Second: W. Driver

Roll Call:

Aye: W. Driver, B. Mull, J. Holmes, M. Martin, R. Kauth, L. Sandoval, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried

The meeting adjourned at 9:04 PM.

Approved:

Signed

Attested

Recording Secretaries: S. Johnson & S. Torrez