

11/27/2018 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC LIBRARY
DISTRICT
November 27, 2018

President Beverly Mull called the meeting to order at 6:32 p.m.

ROLL CALL:

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

Absent: L. Sandoval

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

Visitors present: Larry Krusher - Auditor

AGENDA: Presented. Amended section IX, letter B, to after section VI, letter B. Motion to adopt with amendments: A. Onan. Second: Mary Martin. Roll Call: Aye:, Holmes, Kauth, Martin, Onan, Driver, Mull Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS: None at this time.

MINUTES: The minutes of the October 23rd, 2018 Regular Meeting were presented. Ms. Kauth moved to approve the August minutes as presented. Second: Driver. Roll Call: Aye: Martin, Onan, Driver, Holmes, Kauth, Mull. Nay: -0-. Abstain: -0-. Motion carried. The minutes of the October 30th, 2018 Diversity and Inclusion meeting were presented. Ms. Onan motioned to approve the minutes. Second: Kauth. Roll Call: Aye: Onan, Driver, Holmes, Kauth, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried. The minutes from the November 20th, 2018 Finance Committee were presented. Ms. Kauth motioned to adopt the minutes. Second: Driver. Roll Call: Aye: Driver, Holmes, Kauth, Martin, Onan, Mull. Nay: -0-. Abstain: -0-. Motion carried.

TREASURER'S REPORT AND INVESTMENTS: The treasurer's report and investment report for October 2018 were presented.

Mr. Jacobsen presented his plans for the library's investments. Ms. Holmes asked for the accountant's comments and questions be included in the board packet when e-mailed. Mrs. Driver motioned to approve the bills for October 2018. Second: Martin. Roll Call: Aye: Driver, Holmes, Martin, Mull, Kauth, Onan. Nay: -0-. Abstain: -0-. Motion Carried.

The Annual Audit Report was presented to the board. Mr. Krusher stated that he "put in assurances" regarding the library's audit. Ms. Holmes motioned to accept the annual audit report. Second: Kauth. Aye: Martin, Onan, Driver, Holmes, Kauth, Mull. Nay: -0-. Abstain: -0-. Motion carried.

LIBRARY DIRECTOR'S REPORT: Mr. Jacobsen presented the statistical, narrative, and incident reports for October 2018. Updates were given regarding library business and community events. The switch to ADP happened as of 11/27/2018. The HVAC project is complete and paid for. CTCA won the community spelling bee. Mr. Jacobsen included a memo regarding October incident happenings.

Chapter 8 was included for board training. Mr. Hyten and Mr. Jacobsen went through the chapter and feel that library is doing fine. Ms. Kauth mentioned that she liked that there was a "checklist" that can be used continuously to make sure the library is fully accessible to all.

UNFINISHED BUSINESS:

Discussion was had regarding the board bylaws. Ms. Johnson brought up that there was no executive session listed. Mr. Jacobsen is going to check and see if that needed to be included. If there were any major changes, it would be brought back to the board, but the board decided to vote on as is should it be ok as is. Ms. Holmes motioned to approve the Board Bylaws. Second: Driver. Aye: Holmes, Kauth, Martin, Onan, Driver, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

NEW BUSINESS:

Discussion and review was had of the current food and drink policy as well as one from another library. Slight amendments to the policy were made and will be posted with a grace period to the beginning of 2019. Ms. Onan motioned to accept the new Food and Drink policy as amended. Second: Driver. Aye: Kauth, Martin, Onan, Driver Holmes, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The Annual Report of Receipts and Disbursements was presented to the board. After some discussion, Ms. Kauth motioned to approve the Annual Report of Receipts and Disbursements. Second: Holmes. Aye: Driver, Holmes, Kauth, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried. ***Note – Ms. Onan stepped out of the meeting from 7:40 to 7:42 while which this vote was taken.***

The board needed to empower the treasurer or other board member to approve the December bills since the board has no meeting in December. After a short discussion, it was decided that Ms. Kauth would be the board member to approve the bills for December. Ms. Driver moved to give Ms. Kauth the responsibility of approving December bills. Second: Onan. Aye: Driver, Holmes, Kauth, Martin, Onan, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The board then reviewed and discussed the Capital Needs Assessment and Replacement Reserve Analysis Report. This is what needs to be done and/or what to expect within the next 20 years and the related cost.

The appointment of board members to review executive session minutes was then discussed and decided upon. Ms. Kauth and Ms. Onan would be responsible to review the executive session minutes.

The board the reviewed and voted upon the dates the library would be closed for holidays during 2019. Ms. Kauth motioned to approve the closure of the library on these dates. Second: Martin. Aye: Driver, Holmes, Kauth, Martin, Onan, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Adjournment: At 7:56 pm, Ms. Onan motioned to adjourn the regular meeting of the Zion Benton Public Library Board. Second: Kauth. Roll Call: Aye: Holmes, Kauth, Martin, Onan, Driver, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson