

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

January 22, 2019

Vice President Wendy Driver called the meeting to order at 6:33 PM.

### **ROLL CALL**

Present: W. Driver, J. Holmes, R. Kauth, A. Onan.

Absent: M. Martin, L. Sandoval, B. Mull

Staff Present: M. Jacobsen, M. Brumbaugh, S. Torrez, D. Abron, G. Miller, N. Hyten

Visitors Present: None

### **AGENDA**

The agenda was presented and the following changes were proposed: Remove item C under section V. Minutes, move item D to C due to Secretary Martin being absent. Amend date of meeting from 1/29/2019 to 1/22/2019.

MOTION: J. Holmes moved to adopt the agenda and proposed changes.

Second: R. Kauth

Roll Call:

Aye: W. Driver, J. Holmes, R. Kauth, A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

### **COMMENTS BY VISITORS**

None.

### **MINUTES**

The minutes from the November 27, 2018 Regular Meeting were presented.

MOTION: R. Kauth moved to adopt the minutes from the November 27, 2018 Regular Meeting.

Second: A. Onan

Roll Call:

Aye: J. Holmes, R. Kauth, A. Onan, W. Driver

Nay:

Abstain:

Motion Carried.

The minutes from the December 11, 2018 Special Meeting were presented.

MOTION: A. Onan moved to adopt the minutes from the December 11, 2018 Special Meeting.

Second: J. Holmes

Roll Call:

Aye: A. Onan, J. Holmes, W. Driver

Nay:

Abstain: R. Kauth

Motion Carried.

The minutes from the January 15, 2019 Finance Committee Meeting were presented. Vice President Driver stated that it was all right to approve the minutes even if you did not attend the meeting.

MOTION: J. Holmes moved to adopt the minutes from the January 15, 2019 Finance Committee Meeting.

Second: A. Onan

Roll Call:

Aye: A. Onan, W. Driver, J. Holmes,

Nay:

Abstain: R. Kauth

Motion Carried

### **TREASURER'S AND INVESTMENT REPORTS**

Both November and December 2018 Treasurer's and Investment Reports were presented. Ms. Holmes was very appreciative that the narrative from the accountant was included as it helps the Board Member's gain a better understanding of the investments and bills. The Board empowered R. Kauth to approve the November 2018 bills previously, as there was no Board meeting in December. Mr. Jacobsen highlighted the donations made to the library by Martin Pertersen & Co. and the Ahmadiyah Muslim Organization.

### **BILLS**

The bills for December 2018 were presented.

MOTION: A. Onan moved to approve the December 2018 bills as presented.

Second: R. Kauth

Roll Call:

Aye: W. Driver, J. Holmes, R. Kauth, A. Onan

Nay:

Abstain:

Motion Carried.

**LIBRARY DIRECTOR'S REPORT:** Ms. Holmes had a question about the snags encountered with ADP. Mr. Jacobsen explained that they are being handled and the team is exploring an alternate payroll platform that may better serve our needs. Mr. Jacobsen also mentioned that due to staffing changes and

equipment upgrades, certain statistics became unavailable for November and December 2018. Mr. Jacobsen hopes to have these numbers in the next board packet. Mr. Jacobsen also pointed out that the departmental reports are now condensed, and provide more program highlights and less duplicate statistics.

Members of the Board are very grateful for the Tentative Fiscal Year Board Calendar.

The library responded to a Statement of Concern about the Library's Collection.

The Library received a Thank You Letter from Rep. Brad Schneider's Office for allowing them to set up a community table in our lobby to reach constituents. This action has also encouraged other politicians to use our space to reach their constituents.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

Bloodborne Pathogens Policy

MOTION: R. Kauth moved to adopt the Bloodborne Pathogens Policy as presented.

Second: J. Holmes

Roll Call:

Aye: W. Driver, J. Holmes, R. Kauth, A. Onan

Nay:

Abstain:

Motion Carried.

Borrowing Policy

MOTION: R. Kauth moved to adopt the Borrowing Policy as presented.

Second: J. Holmes

Roll Call:

Aye: W. Driver, J. Holmes, R. Kauth, A. Onan

Nay:

Abstain:

Motion Carried.

### **EXECUTIVE SESSION**

WAIVED.

### **ADJOURNEMENT**

MOTION: R. Kauth moved to adjourn the meeting at 7:33 PM.

Second: J. Holmes.

Roll Call:

Aye: A. Onan, W. Driver, J. Holmes, R. Kauth

Nay:

Abstain:

Motion Carried.

The meeting adjourned at 7:33 PM.

Approved:

Signed

Attested

Recording Secretary: S. Torrez