

2/26/2019 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC
LIBRARY DISTRICT
February 26th, 2019

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

ROLL CALL:

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

Absent: W. Driver

Staff present: D. Abron, M. Brumbaugh, S. Torrez, M. Jacobsen, S. Johnson, V. Kulkarni

Visitors present:

AGENDA: Presented. Motion to adopt the agenda: R. Kauth. Second: M. Martin. Roll Call: Aye: J. Holmes, R. Kauth, M. Martin, A. Onan, L. Sandoval, B. Mull. Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS: Mr. Jacobsen introduced the new youth services librarian, Varsha Kulkarni.

MINUTES: The minutes of the January 22, 2019 regular meeting were presented. Ms. Kauth moved to approve the January minutes as presented. Second: J. Holmes Roll Call: Aye: Homes, Kauth, Martin, Onan, Sandoval. Nay: -0-. Abstain: Mull. Motion carried.

The minutes of the December, 11th 2019 Executive Session meeting were presented. Ms. Onan motioned to approve the minutes. Second: Holmes. Roll Call: Aye: Holmes, Kauth, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: -0-. Motion carried.

The minutes from the February 19th, 2019 Finance Committee meeting were presented. Ms. Holmes motioned to adopt the minutes as presented. Second: Martin Roll Call: Aye: Holmes, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: Kauth. Motion carried.

TREASURER'S REPORT AND INVESTMENTS: The treasurer's report and investment report ending January 31st, 2019 were presented.

Discussion was had regarding where funds were coming from and changing of accounts.

The Bills of January 2019 were discussed. Comments were made regarding the cost of having the Lake County Sherriff present after school. Potential for a partnership so the cost would go down was addressed. Ms. Holmes asked about why so much was paid towards the library's credit card. Ms. Torrez explained that it was because the library had paid two months instead of just one.

The investments were discussed and that each of them was doing well. It was mentioned that rates are going up, which in turn will help the library take in more money.

The bills from the January 2019 were voted on for approval. Ms. Holmes motioned to approve the bills as presented. Second: Martin. Roll Call: Aye: Holmes, Kauth, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: -0-. Motion carried.

LIBRARY DIRECTOR'S REPORT: Mr. Jacobsen presented the statistical, narrative, and incident reports for January 2019.

Statistical: There was discussion on lockdown procedures, and that they may need updating and practice. Practice would determine how to get to the appropriate place, where that place is, and to review and update as needed. Ms. Kauth also commented on circulation numbers not seeming right. Mr. Jacobsen stated that things would be more organized and fixed once the new Circulation Supervisor started.

Incident: A brief discussion was had on occurrences for the month of January.

Ms. Kauth and Ms. Holmes stated that the Black History Month program was well attended. Ms. Sandoval mentioned that attendance of the community of Spanish speakers is not where it needs to be. It was then mentioned that the library and park district are going to work together to get a Spanish Festival in August.

Mr. Jacobsen mentioned that the library had gotten a thank you note for providing laptops for the Sailor's Dinner so they could communicate with family and friends.

NEW BUSINESS:

Discussion and review was had regarding the Internet Use Policy. Part of this discussion included a new policy presented to the board. Ms. Martin motioned to accept the updated internet use policy

Roll Call: Aye: Holmes, Kauth, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

A Search Warrant Policy was presented to the board. Slight wording changes were suggested. Mr. Jacobsen mentioned that there would be cards placed at the Circulation desk to show the person giving the search warrant so that they wouldn't have to remember all the minute details. After some discussion regarding details of the policy and procedures listed within, Ms. Holmes motioned to adopt the policy. Second: Ms. Kauth. Roll Call: Aye: Holmes, Kauth, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: -0-. Motion Carried.

A discussion was had regarding emergency closures. It was determined that the library is not a warming center, but rather a warming place due to closing and not being open overnight. Mr. Jacobsen asked if the library needs to be closed, would he make the decision alone or with other input. The board gave him permission to make the determination alone or with the input of others.

A resolution concerning the release of closed session minutes from January of 2018 through December of 2018. Closed minutes being released would be 6/27/2018, 7/24/2018, and 9/25/2018. Minutes not being released would be March and April of 2018. Ms. Kauth then asked about potential release of other months if names and other details would be edited as to how it is stated in the minutes. Motion was made by Ms. Onan to approve the release of the 3 months of executive session minutes. Second: Ms. Sandoval. Roll Call: Aye: Holmes, Kauth, Martin, Onan, Sandoval, Mull. Nay: -0-. Abstain: -0-. Motion carried.

Adjournment: At 8:02pm Ms. Mull stated that the board would go into Executive Session in reference to 5 ILCS 120/2(c)(1).

Signed:

Attest:

Recording Secretary: Stacy Johnson & S. Torrez