

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

May 28, 2019

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

ROLL CALL

Present: R. Kauth, M. Martin, A. Onan, S. Latif & B. Mull

Absent: W. Driver

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

Visitors Present: Kelley McCoy - Circulation Supervisor, John Jensen – Beach Park Resident, Linda Sandoval – former Board Member and Library District Resident.

AGENDA

The agenda was presented for approval as presented.

MOTION: A. Onan moved to adopt the agenda as presented.

Second: R. Kauth

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

NEW BOARD MEMBER

Newly elected Suriyya Latif took the Oath of Office, thus officially becoming the newest Library Trustee on the Zion-Benton Public Library Board of Trustees.

BOARD OFFICER ELECTIONS

MOTION: R. Kauth moved to nominate and install as officers in the following positions: Beverly Mull – President, Amy Onan – Vice President, Rosemary Kauth – Treasurer, Mary Martin – Secretary.

SECOND: M. Martin

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

One person commented on the Library District's Program, the Drag Queen Story Hours, (against).

Mollie Brumbaugh – Assistant Director, introduced Kelley McCoy as the new Circulation Supervisor. Kelley then introduced herself and spoke about her background and excitement to be part of the Library team.

Linda Sandoval – former Board Member, stated she was just here to observe and had no comments at this time.

MINUTES

The minutes from the April 23, 2019 Regular Meeting were presented and the following changes were proposed: Add arrival time for Trustee L. Sandoval.

MOTION: R. Kauth moved to adopt the minutes from the April 23, 2019 Regular Meeting as amended.

Second: A. Onan

Roll Call:

Aye: M. Martin, A. Onan, S. Latif, R. Kauth, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes from the April 23, 2019 Executive Session were presented.

MOTION: R. Kauth moved to adopt the minutes from the April 23, 2019 Executive Session as presented.

Second: A. Onan

Roll Call:

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

Nay: -0-

Abstain: S. Latif

Motion Carried.

The minutes from the April 30, 2019 Diversity and Inclusion Committee Meeting were presented.

MOTION: A. Onan moved to adopt the minutes from April 30, 2019 Diversity and Inclusion Committee Meeting as presented.

Second: S. Latif

Roll Call:

Aye: M. Martin A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: R. Kauth

Motion Carried.

The minutes from the May 21, 2019 Nomination Committee were presented.

MOTION: A. Onan moved to adopt the minutes from the May 21, 2019 Nomination Committee as presented.

Second: M. Martin

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

TREASURER'S AND INVESTMENT REPORTS

Discussion was had regarding the reinvestment of maturing CDs. Questions were posed as to why some checks had no balance recorded, Mr. Jacobsen clarified that this was due to an event cancellation and the checks voided. Several negative balances were called into question. One was due to bills being entered in a different period for which they were to be paid. This issues has since been addressed and rectified. Another was due to unforeseen expenses in relation to the Library Audit. An upcoming motion will rectify the negative balance in the audit fund.

BILLS

The bills for April 2019 were presented.

MOTION: R. Kauth moved to adopt the April 2019 bills as presented.

Second: M. Martin

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

Review Quarterly Investment Report

In accordance with our Investment Policy, *"The District Library Director shall present a quarterly report on the investment program and investment activity to the District Board of Trustees. The report shall include a management summary displaying the status of the investment portfolio and transactions made over the previous quarter. The management summary shall be prepared in a manner that will allow the District Board of Trustees to determine if investment activities during the reporting period conform to this Investment Policy."* The Library Board of Trustees finds our investments are in order.

LIBRARY DIRECTOR'S REPORT

Statistical Report: New Trustee S. Latif had questions about how certain statistics are currently measured.

Narrative Report: Two staff members are moving into different departments

within the library. Summer Reading will be kicking off soon, and all Board members will get a t-shirt to help promote the program. They are also invited to all the staff festivities revolving around this program. Trustee S. Latif wanted to know what the GFWC stands for in the Zion Woman's Club. Mollie informed us that it stands for General Federation for Woman's Club. The Board is very impressed with the level of training that the Security and Maintenance staff have been attending. They would also like to know more about the new cleaning company and what exactly they are expected to do.

Incident Report: The Board would like to see a comparison in statistics from last year to see if having an officer on site has indeed affected the number of incidents in the library.

Tentative Fiscal Year Board Calendar: There are a few things that may be added to this calendar as the needs arises, such as a possible Health Policy and an Outstanding Check Policy, as recommended by the Auditor.

UNFINISHED BUSINESS

Approve Salary Schedule Adjustment

MOTION: R. Kauth motioned to approve the Salary Adjustment Schedule as presented.

Second: A. Onan

Roll Call:

Aye: M. Martin, A. Onan, S. Latif, R. Kauth, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

Select Merit/Cost of Living Increase

MOTION: R. Kauth motioned to select a 3% Cost of Living Increase for all staff, excluding the Director.

Second: A. Onan

Roll Call:

Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

Approve Fiscal Year 2019-2020 Budget

MOTION: M. Martin moved to approve the Fiscal Year 2019-2020 Budget as presented.

Second: A. Onan

Roll Call:

Aye: S. Latif, R. Kauth, M. Martin, A. Onan, B. Mull

Nay: -0-
Abstain: -0-
Motion Carried.

NEW BUSINESS

Adopt a Financial Ordinance Calendar

MOTION: A. Onan moved to adopt the Financial Ordinance Calendar as presented.

Second: R. Kauth

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif

Nay: -0-

Abstain: -0-

Motion Carried.

Schedule Fiscal Year 2019-2020 Regular Board Meetings.

MOTION: S. Latif moved to schedule Fiscal Year 2019-2020 Regular Board Meetings on the last Tuesday of each month.

Second: R. Kauth

Roll Call:

Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

Proposed Program Policy discussion.

This item tabled until the next meeting of the Zion-Benton Public Library Board of Trustees.

Transfer to the Audit Fund.

MOTION: R. Kauth motioned to approve the transfer to the Audit Fund as proposed.

Second: M. Martin

Roll Call:

Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

EXECUTIVE SESSION

The Board went into Executive Session at 8:10 PM to discuss the appointment of a new Board Member to fill a vacated seat.

MOTION: A. Onan moved to enter into Executive Session in accordance with 5

ILCS 120/2(c)(3) to discuss the selection of a person to fill a public office.

Second: M. Martin

Roll Call:

Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

The Board came out of Executive Session at 8:36 PM.

MOTION: A. Onan moved to offer the open seat, expiring April 2021, to Jennifer Smith. If Ms. Smith was unwilling or unable to serve, to offer the open seat to Linda Sandoval.

Second: M. Martin

Roll Call:

Aye: A. Onan, S. Latiff, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

ADJOURNEMENT

MOTION: M. Martin motioned to adjourn.

Second: A. Onan

Roll Call:

Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

The meeting adjourned at 8:37 PM.

Approved:

Signed

Attested

Recording Secretary: S. Torrez