

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

September 24, 2019

Board President B. Mull called the meeting to order at 6:32 PM.

ROLL CALL

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

Absent: W. Driver

Staff Present: Mikael Jacobsen, Mollie Brumbaugh, Sara Torrez

Visitors Present: None

AGENDA

The Agenda was presented and reviewed for approval.

MOTION: R. Kauth moved to adopt the agenda as presented.

Second: A. Onan

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

COMMENTS BY VISITORS

None.

MINUTES

The minutes from the following meetings were presented: August 27, 2019 Regular Meeting, August 27, 2019 Diversity & Inclusion Committee meeting, and September 17, 2019 Budget & Finance Committee Meeting.

MOTION: R. Kauth moved to approve minutes as presented from the following meetings: August 27, 2019 Regular Meeting, August 27, 2019 Diversity & Inclusion Committee Meeting, and September 17, 2019 Budget & Finance Committee Meeting.

Second: J. Smith

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

The minutes from the August 27, 2019 Special Meeting – Budget and Appropriation were presented. Board President Beverly Mull would like to

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amend the minutes and change her vote change from Nay to Aye.

MOTION: A. Onan moved to approve the amended minutes of the August 27, 2019 Special Meeting – Budget and Appropriation.

Second: M. Martin

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

TREASURER'S AND INVESTMENT REPORTS

The Board reviewed and discussed the bills for August 2019. The Board would like the contract for Martin Peterson reviewed, as the library continues to be billed for services that should be covered. The Board would also like Advanced Disposal to be contacted for a rate adjustment, if possible. Mr. Jacobsen asked that if the Board would like to view any invoices, to let him know ahead of time and they can be presented for review at the next meeting.

BILLS

The bills for August 2019 were presented.

MOTION: R. Kauth moved to approve the August 2019 bills as presented.

Second: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

LIBRARY DIRECTOR'S REPORT

Statistical: The Board continues to ask for an explanation as to why library card registrations statistics continue to drop. They asked what is done to entice new patrons as well as what is done to notify patrons of library card renewals.

Narrative: Board Vice President Amy Onan inquired about the Superintendent Focus Group meeting. Mr. Jacobsen stated that it had very low attendance.

Incident: Board President Beverly Mull inquired about overall security at the library. She finds the comments on the incident report to be disturbing. The Board wants to know if the Lake County Sherriff Officers patrol the grounds outside when on duty. The Board would like to see more diverse hires in the Security Department. The After School Program was discussed at length. The overall security of the library was discussed at length.

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Tentative Fiscal Year Calendar:

The calendar items were discussed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Resolution to Determine Estimate of Funds

MOTION: A. Onan moved to approve the Resolution to Determine Estimate of Funds as presented.

Second: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Review Draft of 2020-2021 Levy Ordinance.

The draft of the 2020-2021 Levy Ordinance was discussed.

Drug and Alcohol Policy update – Personnel Policy

The review and approval of the Drug and Alcohol Policy was tabled for the next meeting of the Zion-Benton Public Library Board of Trustees.

Holiday Policy Update – Personnel Policy.

MOTION: R. Kauth moved to approve the Holiday Policy as presented.

Second: J. Smith

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Personal Leave Policy Update – Personnel Policy.

MOTION: A. Onan moved to approve the Personal Leave Policy as presented.

Second: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Paid Parental Leave Policy – Personnel Policy.

MOTION: A. Onan moved to approve the four week Paid Parental Leave Policy

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as presented.

Second: J. Smith

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Introductory Policy Update – Personnel Policy.

MOTION: A. Onan moved to approve the updated Introductory Policy as presented.

Second: J. Smith

Roll Call:

Aye: All in favor.

Nay: None.

Abstain: -0-

Motion carried.

Separation from Service Policy Update – Personnel Policy.

MOTION: A. Onan moved to approve the updated Separation from Service Policy as presented.

Second: M. Martin

Roll Call:

Aye: All in favor

Nay: None opposed.

Abstain: -0-

Motion carried.

Vacation Leave Policy Update – Personnel Policy.

MOTION: J. Smith moved to approve the updated Vacation Leave Policy as presented.

Second: S. Latif

Roll Call:

Aye: J. Smith, R. Kauth, S. Latif, M. Martin, & B. Mull

Nay: A. Onan

Abstain: -0-

Motion carried.

EXECUTIVE SESSION

None.

ADJOURNMENT

MOTION: M. Martin moved to adjourn the meeting.

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Second: A. Onan

Roll Call:

Aye: All in favor

Nay: -0-

Abstain: -0-

Motion carried.

The meeting adjourned at 8:54 PM.

Approved: 10/29/2019

Signed: [Signature]

Attested: May 9. [Signature]

Recording Secretary: S. Torrez