

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

November 26, 2019

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

**ROLL CALL**

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

Absent: S. Latif (*Entered at 6:35 PM*)

Staff Present: Mikael Jacobsen, Sara Torrez

Visitors Present: Auditor Mike Del Valle

**AGENDA**

The Agenda presented and reviewed for approval.

MOTION: W. Driver moved to adopt the agenda as presented.

Second: R. Kauth

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

**COMMENTS BY VISITORS**

Auditor Mike Del Valle introduced himself and let the board know he would be presenting on the audit later on.

**MINUTES**

The minutes from the October 29, 2019 Regular Meeting presented.

MOTION: R. Kauth moved to approve minutes from the October 29, 2019 Regular Meeting as presented.

Second: W. Driver

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 October 2019.

**BILLS**

The bills for October 2019 presented.

MOTION: W. Driver moved to approve the October 2019 bills as presented.

Second: M. Martin

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

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

Investment Report for October 2019.

The Investment Report for October 2019 was reviewed and discussed.

### **LIBRARY DIRECTOR'S REPORT**

**Statistical:** The Board would like to know the ROI on Non-Resident Fee Cards.

**Narrative:** The Board highly complimented the Youth Services haircut and story time program. The Board expressed that they appreciate the Director's involvement with community events. The Board also expressed appreciation in the diversity of Teen programs offered. The Martin Petersen maintenance contract and schedule discussed.

**Incident:** The Board commends the entire library staff for how they have handled all the issues that arise on a daily basis. They would like to know how other libraries handle similar situations as to what this library encounters; specifically how other libraries handle suspensions and what their frequency for suspensions might be compared to ours.

**Tentative Fiscal Year Calendar:** Calendar items discussed.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

#### **Annual Audit Report**

The Annual Audit Report was discussed.

MOTION: W. Driver moved to approve the Annual Audit Report as presented.

Second: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

#### **Cash Disbursement Report**

The Cash Disbursement Report was discussed.

MOTION: A. Onan moved to approve the Cash Disbursement Report as presented.

Second: W. Driver.

Roll Call:

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

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

Nay: None Opposed.

Abstain: -0-

Motion carried.

**Closings for Calendar Year 2020**

MOTION: A. Onan moved to approve the Closings for Calendar Year 2020 as presented.

Second: M. Martin

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

**Suspension Policy Review**

MOTION: W. Driver moved to approve the Suspension Policy as presented.

Second: S. Latif

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

**Volunteer Policy Review**

MOTION: R. Kauth moved to approve the Volunteer Policy, as amended.

Second: A. Onan

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried

**EXECUTIVE SESSION**

The Board went into Executive Session at 7:45 PM to discuss the compensation of a specific employee.

MOTION: W.Driver moved to enter into Executive Session in accordance with 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Second: M. Martin

Roll Call:

Aye: All in favor.

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

Nay: None opposed.  
Abstain: -0-  
Motion carried.

**ADJOURNMENT**

The meeting adjourned at 8:04 PM.

Approved: 1-28-2020

Signed: May E. Mat

Attested: \_\_\_\_\_

Recording Secretary: S. Torrez