

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

January 28, 2020

Board President B. Mull called the meeting to order at 6:38 PM.

ROLL CALL

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

Staff Present: Mikael Jacobsen, Mollie Brumbaugh

Visitors Present: None

AGENDA

The Agenda was presented and reviewed for approval. Jacobsen noted that the Circulation Presentation has been postponed to a future date.

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

Second: A. Onan

Roll Call:

Aye: W. Driver, 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: November 26, 2019 Regular Meeting, October 29, 2019 Executive Meeting, November 26, 2019 Executive Meeting, November 19, 2019 Budget and Finance Committee Meeting, October 29, 2019, Diversity and Inclusion Committee Meeting/

MOTION: A. Onan moved to approve minutes as presented from the following meetings: November 26, 2019 Regular Meeting, October 29, 2019 Executive Meeting, November 26, 2019 Executive Meeting.

Second: W. Driver

Roll Call:

Aye: All in favor.

Nay: None opposed.

Abstain: -0-

Motion carried.

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TREASURER'S AND INVESTMENT REPORTS

The Board reviewed and discussed the bills for November 2019 and December 2019. Audit adjustments were discussed. It was noted that some are reflected in the December 2019 reports, but there will be final adjustments will be see in the January 2020 reports. Kauth mentioned that e-payments don't appear in the bill list and perhaps the Finance Committee can review those in the future or find another way to present them. Jacobsen informed the Board that a CD was rolling out soon that due to the decline in interest rates, rather than reinvest it, the Library will make better interest in our standard bank account.

BILLS

The bills for November 2019 and December 2019 were presented.

MOTION: R. Kauth moved to approve the November 2019 and December 2019 bills as presented.

Second: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

LIBRARY DIRECTOR'S REPORT

Statistics: Jacobsen noted program attendance was up overall. The Library is also trying to hold programs in different locations outside the Library to see what attendance is like.

Narrative: Jacobsen noted that there had been some personnel changes, some staff leaving or about to leave and some staff taking different positions within the library. He also called to the Boards attention that there had been an error made by the insurance company in the Buildings Insurance Appraisal in 2016 that just came to our attention and that it had been corrected. The Brainfuse contract had been renewed for a lower amount and a marketing plan was being implemented for the service. An architectural firm Product Architecture + Design had been selected to work on the new Pre-School Play Area. Jacobsen also hosted a joint meeting of local officials including School Administrators, Fire and Police Officials and similar. He reported that it was a very productive meeting and that some break-through's had been achieved.

Incident: The report distributed in a separate larger format, per Board Member requests.

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A. Onan brought up the discussion around Exit Interviews.

EXECUTIVE SESSION

The Board moved to enter Executive Session for the purpose of discussing staff matters.

The Board entered into Executive Session at 7:32 PM and exited at 7:52 PM.

W. Driver notes that due to health concerns she may miss Board Meetings until May 2020

Tentative Fiscal Year Calendar:

The calendar items were discussed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Continuing Education Policy

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

Second: J. Smith

Roll Call:

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

Nay: -0-

;Abstain: -0-

Motion carried.

Fund Balance Policy

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

Second: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

News Media Relations Policy

MOTION: A. Onan moved to approve the News Media Relations Policy as presented.

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Second: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Fixed Asset Policy

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

Second: B. Mull

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion carried.

Grants: Update and discussion concerning the Illinois Department of Natural Resources and Census 2020 grants.

Sexual Harassment Policy

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

Second: J. Smith

Roll Call:

Aye: All in favor.

Nay: None.

Abstain: -0-

Motion carried.

ADJOURNMENT

MOTION: W. Driver moved to adjourn the meeting.

Second: M. Martin

Roll Call:

Aye: All in favor

Nay: -0-

Abstain: -0-

Motion carried.

The meeting adjourned at 8:40 PM.

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Approved: 2/25/2020

Signed: May C. Hales

Attested: Brumel

Recording Secretary: M. Brumbaugh