

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

October 27, 2020

Board President B. Mull called the meeting to order at 6:33 PM

ROLL CALL:

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

Absent: M. Martin*** (entered meeting at 6:39 PM)

Staff Present: M. Brumbaugh, S. Torrez

Visitors Present: Jacqueline Holmes, Scott Harrod

AGENDA

The Agenda was presented for approval.

MOTION: A. Onan motioned to approve the agenda as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

Ms. Jaqueline Holmes inquired as to what guidance, if any, the library may have received from the state due to the COVID19 Health Emergency Declaration.

Mr. Scott Harrod had no comments.

MINUTES

The minutes of the September 18, 2020 Special Board Meeting were presented for approval.

MOTION: R. Kauth moved to approve the September 18, 2020 Special Board Meeting minutes as presented.

SECOND: A. Onan

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes of the August 25, 2020 Executive Session Meeting were presented for approval.

MOTION: M. Martin moved to approve the August 25, 2020 Executive Session Meeting minutes as presented.

SECOND: R. Kauth

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Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes of the September 18, 2020 Executive Special Meeting were presented for approval.

MOTION: J. Smith moved to approve the September 18, 2020 Executive Special Meeting minutes as presented.

SECOND: M Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes of the September 29, 2020 Regular Board Meeting were presented for approval.

MOTION: M. Martin moved to approve the September 29, 2020 Regular Board Meeting minutes as presented.

SECOND: J. Smith

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes of the January 21, 2020 Budget and Finance Committee Meeting were discussed.

TREASURERS REPORT

The September 2020 Treasurer's Report was presented for review. An error with the way the Per Capita money was recorded was discussed. This error has already been rectified and corrections will be shown in next month's financial records.

BILLS

The bills for September 2020 were presented for review and discussed. Some questions were raised in regards to the two Waukegan Roofing bills. There was a roof leak that needed to be inspected to determine if it may be related to the

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rooftop units. The inspections determined that the leak was unrelated to the rooftop units managed by Martin Peterson.

MOTION: R. Kauth moved to approve the September 2020 bills as presented.

SECOND: S. Latif

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

LIBRARY DIRECTORS REPORT

Statistical: The stats were discussed.

Narrative: The Director's Narrative Report was discussed. The Board received updates on the Audit, Per Capita Funds, CARES Act Reimbursement Process and various other things like the building maintenance, certificate of deposit maturity dates and staffing changes. The Board liked the addition of the Administrative Assistant's report and would like to continue to receive this report.

Finance Committee Meeting Overview

The Finance Committee Meeting and previous minutes were discussed.

Tentative Fiscal Year Board Calendar

The Tentative Fiscal Year Board Calendar was discussed.

UNFINISHED BUSINESS

Director's Search

President B. Mull reports they have received interest in the Director's position from 19 applicants. Anyone who is interested has until November 2, 2020 to apply.

NEW BUSINESS

Levy Ordinance

The Levy Ordinance was discussed.

MOTION: J. Smith moved to approve the Levy Ordinance as presented.

SECOND: A. Onan

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

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Per Capita Grant – Discussion

The Per Capita funds were discussed.

Trustee Education – Serving Our Public Chapters 1-2

As part of the Per Capita Grant requirements for next Fiscal Year, Chapters 1-2 of Serving the Public were reviewed and discussed.

Government Buildings and Election Day

The Board discussed whether or not to remain open on Election Day 2020.

MOTION: A. Onan moved to have the Library remain open on Election Day 2020.

SECOND: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

HVAC Maintenance Agreement

The HVAC Maintenance Agreement with Martin Peterson was discussed. Will be brought to a vote at future meeting.

EXECUTIVE SESSION

The Board did not enter into Executive Session.

ADJOURNEMENT

President B. Mull adjourned the meeting at 7:57 PM.

APPROVED: 11/24/2020
DATE

SIGNED: /S/ B. Mull
PRESIDENT

ATTESTED: /S/ M. Martin
SECRETARY

RECORDING SECRETARY: S. Torrez
Administrative Assistant