

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

Tuesday, November 24, 2020

Vice President A. Onan called the meeting to order at 6:35 PM.

ROLL CALL

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

Absent: B. Mull, M. Martin* (M. Martin entered meeting at 6:36 PM).

Staff Present: M. Brumbaugh, S. Torrez

AGENDA

The agenda was presented for approval.

MOTION: J. Smith moved to approve the agenda as presented.

SECOND: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

None.

MINUTES

The minutes from the October 27, 2020 Regular Meeting were presented.

Amendments were discussed.

MOTION: R. Kauth moved to approve minutes from the October 27, 2020 Regular Meeting as amended.

SECOND: M. Martin.

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

TREASURERS REPORT

The Treasurers Report for October 2020 was discussed.

BILLS

The bills for October 2020 were presented for review.

MOTION: J. Smith

SECOND: M. Martin

Roll Call

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

Nay: -0-

Abstain: -0-

Motion Carried.

Quarterly Investment Review.

The Ehler's Investments were discussed. A maturing CD was brought to the Board's attention.

LIBRARY DIRECTORS REPORT

Statistical: A question about how these statistics were used to influence library material purchases was raised. These stats are purely informational for the Board and do not affect purchasing. Purchasing stats are much more in depth and can be broken down even further for a more accurate picture of how materials are being utilized.

Narrative: The Board received updates on COVID19 and its impact on the Library, staffing changes, and requested to know how many open positions the library has at any given time.

Tentative Fiscal Year Board Calendar:

The calendar was discussed.

UNFINISHED BUSINESS

Director Search

The number of candidates received was 26. These candidates will be discussed further in Executive Session.

NEW BUSINESS

HVAC Maintenance Agreement

The modified agreement was discussed.

MOTION: J. Smith moved to approve the HVAC maintenance agreement as presented.

SECOND: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

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Audit Update Memo

The Audit procedure has been delayed and should be finalized in time for the January Board Meeting. The Library faces no penalties due to this delay.

Holiday Closings for 2021

The proposed holiday closing dates for 2021 were discussed.

MOTION: S. Latif moved to approve the Holiday Closings for 2021 as presented.

SECOND: M. Martin

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

COVID Sick Leave

Several options were presented for discussion.

MOTION: R. Kauth moved to adopt option 4 as presented.

SECOND: J. Smith

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

Server Upgrade Project

The Server Upgrade Project and its implications for the Library were discussed.

MOTION: M. Martin moved to approve the Server Project Proposal as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

Trustee Education – Serving Our Public Chapters 3-5.

These chapters were discussed briefly.

EXECUTIVE SESSION

The Board entered executive session at 7:59 PM.

MOTION: M. Martin moved to enter Executive Session for the purpose of personnel issues.

SECOND: R. Kauth

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Roll Call

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

Nay: -0-

Abstain: -0-

Motion Carried.

The Board exited Executive Session at 9:25 PM.

Holiday Bonuses

The Board voted unanimously to approve Holiday Bonuses for all staff during Executive Session.

ADJOURNMENT

The Board Meeting adjourned at 9:26 PM.

APPROVED: 01/26/2021
DATE

SIGNED: /s/ B. Mull
PRESIDENT

ATTESTED: /s/ M. Martin
SECRETARY

RECORDING SECRETARY: S. Torrez
Administrative Assistant