

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

January 26, 2021

Board President B. Mull called the meeting to order at 6:31 PM

ROLL CALL:

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

Absent: None.

Staff Present: M. Brumbaugh, S. Torrez

Visitors Present: Mike Del Valle – Lauterbach & Amen (Auditors Office),

Jacqueline Holmes – Private Citizen, Scott Harrod – Private Citizen

AGENDA

The Agenda was presented for approval. Several amendments were discussed.

MOTION: R. Kauth motioned to approve the agenda as amended.

SECOND: A. Onan

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

Mr. Mike Del Valle introduced himself and will be presenting the Audit review later on in the evening.

Ms. Jaqueline Holmes had no comments other than to say hello and wish everyone be safe.

Mr. Scott Harrod had no comments.

MINUTES

The minutes of the November 24, 2020 Regular Board Meeting were presented for approval. A few amendments were proposed.

MOTION: M. Martin moved to approve the November 24, 2020 Regular Board Meeting minutes as amended.

SECOND: J. Smith

Roll Call:

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

Nay: -0-

Abstain: B. Mull

Motion Carried.

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The minutes of the December 8, 2020 Special Board Meeting and the December 8, 2020 Special Board Meeting Executive Session were tabled until the next regular Board meeting.

The minutes of the November 24, 2020 Regular Board Meeting Executive Session were presented for approval.

MOTION: R. Kauth moved to approve the November 24, 2020 Regular Board Meeting Executive Session minutes 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.

NEW BUSINESS – Discussion moved up as courtesy to visiting auditor.

Presentation of the Final Audit for Fiscal Year 2019-2020

The Final Audit for Fiscal Year 2019-2020 was presented for review by Mike Del Valle from Lauterbach & Amen. He gave the board an overview of the most important sections, stressing that all internal controls were in best practices and the discrepancies in fund balances is due to the Accounting procedures currently in place.

MOTION: J. Smith moved to approve the Final Audit for Fiscal Year 2019-2020 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

TREASURERS REPORT

The November and December 2020 Treasurer's Reports were presented for review.

BILLS

The bills for November 2020 were presented for review.

MOTION: M. Martin moved to approve the November 2020 bills as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The bills for December 2020 were presented for review.

MOTION: S. Latif moved to approve the December 2020 bills 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.

LIBRARY DIRECTORS REPORT

Statistical: The November and December 2020 Statistical reports were presented for review.

Narrative: The board was updated on several things including monies received from CARES grant, donation received, and current job openings. The board also received guidance on upcoming and ongoing projects that will need attention in the interim of hiring a new Director and Assistant Director. The Board expressed their praises for all the hard work staff is putting in during these transitions.

Tentative Fiscal Year Board Calendar

The Tentative Fiscal Year Board Calendar was discussed.

UNFINISHED BUSINESS

Director's Search

President B. Mull reported that a Special Board Meeting is scheduled to hopefully finalize the decision to present an offer to one of the candidates.

NEW BUSINESS

Presentation of the Final Audit for Fiscal Year 2019-2020

Discussed earlier in meeting.

Annual Cash Disbursement Report for Fiscal Year 2019-2020

The Annual Cash Disbursement Report was presented for review.

MOTION: R. Kauth moved to approve the Annual Cash Disbursement Report for Fiscal Year 2019-2020 as presented.

SECOND: A. Onan

Roll Call:

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Aye: R. Kauth, S. Latif, A. Onan, M. Martin, J. Smith, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

Accounting Services Agreement

The Accounting Services Agreement from Lauterbach & Amen was presented for review.

MOTION: R. Kauth moved to approve the Accounting Services Agreement from Lauterbach & Amen 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.

Holiday Bonuses

No vote is needed for this item as the Board approved the Holiday Bonuses during the November 24, 2020 Regular Meeting Executive Session.

Trustee Education – Serving Our Public Chapters 6-9

As part of the Per Capita Grant requirements for next Fiscal Year, Chapters 6-9 of Serving the Public were reviewed and discussed. Chapters 10-13 were assigned for review and discussion at the next Regular Board Meeting.

EXECUTIVE SESSION

The Board voted to enter Executive Session in accordance with 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

ADJOURNEMENT

President B. Mull adjourned the meeting at XXXX PM.

APPROVED: _____
DATE

SIGNED: _____
PRESIDENT

ATTESTED: _____

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SECRETARY

RECORDING SECRETARY: S. Torrez
Administrative Assistant