

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

**July 27, 2021**

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

## **ROLL CALL:**

Present: T. Adams, W. Driver\*, R. Kauth, S. Latif, B. Price, & A. Onan

\*W. Driver present via Zoom.\*

Absent: M. Martin

Staff Present: S. Torrez, R. Smith

Visitors Present: None.

## **AGENDA**

The Agenda was presented for approval.

MOTION: S. Latif motioned to approve the agenda as presented.

SECOND: R. Kauth

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan.

Nay: -0-

Abstain: -0-

Motion Carried.

## **COMMENTS BY VISITORS**

None.

## **MINUTES**

**The minutes of the June 29, 2021 Regular Meeting were presented for approval.**

MOTION: R. Kauth moved to approve the Regular Meeting minutes for June 29, 2021 as presented.

SECOND: T. Adams

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan.

Nay: -0-

Abstain: -0-

Motion Carried.

**The minutes of the June 29, 2021 Regular Meeting Executive Session were presented for approval.**

MOTION: T. Adams moved to approve the June 29, 2021 Regular Meeting Executive Session minutes as presented.

SECOND: R. Kauth

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan.

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Nay: -0-

Abstain: -0-

Motion Carried.

## TREASURERS REPORT

The June 2021 Treasurer's Report was presented for review.

## BILLS

The bills for June 2021 were presented for review.

MOTION: S. Latif moved to approve the June 2021 bills as presented.

SECOND: T. Adams

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

## LIBRARY DIRECTORS REPORT

**Statistical & Narrative Reports for June 2021:** The board shared their impressions of how much actually transpires between board meetings and the reports provided in the Statistical and Narrative reports. Many comments have been reported as to the library being open more hours and the curbside services provided.

**Narrative Report for June 2021:** The Youth area book layout was discussed. This new section is expected to help families better select reading materials for this age group.

**Tentative Fiscal Year Board Calendar:** The calendar was reviewed and no changes were discussed.

## UNFINISHED BUSINESS

Library Audit Contract Approval

MOTION: B. Price moved to approve the Library Audit Contract as presented.

SECOND: R. Kauth

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

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## NEW BUSINESS

### Correspondence to the Board

Trustee and Zion Township employee A. Onan wanted to share the welcome packet that the Township provides newly elected officials and would like to know if the Library could do something similar. Also presented was a community scholarship opportunity that will be shared with Teen Department Manager and via the Library's website. Other community organizations and potential memberships were also discussed.

### **.02% Building, Sites and Maintenance Ordinance**

MOTION: S. Latif motioned to approved the .02% Building, Sites and Maintenance Ordinance as presented.

SECOND: B. Price

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

### **Review Draft of the Budget and Appropriation Ordinance and Estimate of Revenues by source and Schedule Special Meeting**

MOTION: R. Kauth moved to schedule a Special Meeting for the purpose of discussing and approving the Budget and Appropriation Ordinance on August 31, 2021 at 6:30 PM. The regular board meeting will follow at 6:45 PM.

SECOND: T. Adams

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

### **Review of Notary Services**

Notary services were suspended during the pandemic and have yet to resume. Currently, the library has four active notaries; who will be instructed to resume Notary Services as soon as possible. The availability at this time requires the public to call ahead. Trustee Kauth encouraged Director to increase the number of notaries on staff.

### **Resolution to Grant Financial & Banking Authority**

MOTION: S. Latif moved to approve the Resolution to Grant Financial & Banking

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Authority as presented.

SECOND: R. Kauth

Roll Call:

Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

## EXECUTIVE SESSION

The Board entered into Executive Session at 7:29 PM for the purpose to discuss summary of staff evaluations.

The Board reconvened in Open Session at 8:01 PM.

## ADJOURNEMENT

President A. Onan adjourned the meeting at 8:02 PM.

**APPROVED:** 9/28/2021  
DATE

**SIGNED:** /s/ Amy Onan  
PRESIDENT

**ATTESTED:** /s/ Mary Martin  
SECRETARY

**RECORDING SECRETARY:** S. Torrez  
Administrative Assistant