

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

September 28, 2021

Board President A. Onan called the meeting to order at 6:30 PM.

ROLL CALL:

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

Absent: T. Adams* (entered meeting at 6:31 PM)

Staff Present: S. Torrez, R. Smith

Visitors Present: None.

AGENDA

Approve remote attendance by trustees under 5 ILCS 120/7 a. I personal illness or disability

MOTION: R. Kauth moved to approve remote attendance by trustees under 5 ILCS 120/7 a. I personal illness or disability.

SECOND: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The Agenda was presented for approval.

MOTION: R. Kauth moved to approve the agenda as presented.

SECOND: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

None.

MINUTES

The minutes of the August 31, 2021 Budget and Appropriation Meeting were presented for approval.

MOTION: B. Price moved to approve the minutes of the August 31, 2021 Budget and Appropriation Meeting as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

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The minutes of the August 31, 2021 Regular Meeting were presented for approval.

MOTION: S. Latif moved to approve the minutes of the August 31, 2021 Regular Meeting as presented.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The minutes of the July 27, 2021 Regular Meeting were presented for approval.

MOTION: T. Adams moved to approve the minutes of the July 27, 2021 Regular Meeting as presented.

SECOND: B. Price

Roll Call:

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

Nay: -0-

Abstain: M. Martin

Motion Carried.

The minutes of the July 27, 2021 Regular Meeting Executive Session were presented for approval.

The approval of the minutes of the July 27, 2021 Regular Meeting Executive Session were tabled for the next meeting.

TREASURERS REPORT

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

BILLS

The bills for August 2021 were presented for review.

MOTION: W. Driver moved to approve the August 2021 bills as presented.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

LIBRARY DIRECTORS REPORT

Statistical Reports for August 2021: The statistical reports were reviewed. Trustees inquired as to the best way to report their Community Event attendance. Emails must be sent to Robin by the 10th of the month to be included.

Narrative Reports for August 2021: The narrative reports were discussed. The Board inquired more about the Diversity Audit, then realized that only a portion of the collection had been audited at this point. They enjoyed the logo history and

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organizational chart layout. The board was interested in the new audiobook processing and how it will affect in-house duties.

UNFINISHED BUSINESS

Security Monitor Policy Approval

MOTION: R. Kauth moved to approve the Security Monitor Policy as presented.

SECOND: B. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

Whistleblower Retaliation Policy Approval (to replace page 64 in Personnel Policy)

MOTION: R. Kauth moved to approve the Whistleblower Retaliation Policy as presented.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

NEW BUSINESS

Review of ZBPLD Organization Chart

The board reviewed and suggested changes to the Zion-Benton Public Library District's Organization chart.

Juneteenth Holiday Discussion

The Board discussed adding Juneteenth to the Official Holiday closings of the library. A consensus was reached to keep the library open on that day and provide a learning opportunity for the public.

Secretary's Audit of Open Minutes for FY 2020/2021

An overview of the Secretary's Audit of Open Minutes for FY 2020/2021 was presented. A tentative date to conduct the Closed minutes review was scheduled. That resolution will be brought to the board at the next meeting.

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FISCAL YEAR 2021/2022

The board reviewed the Resolution to Determine Estimate of Funds Needed for Fiscal Year 2021-2022. Everything looks good.

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Safety & Security Procedures Discussion

The Board discussed the incident that occurred at the library and what changes may need to be implemented should a similar incident occur.

EXECUTIVE SESSION

The Board voted to enter Executive Session at 7:19 PM in accordance with 5 ILCS 120/2(c)(1), to discuss personnel matters.

MOTION: B. Price moved to enter into Executive Session.

SECOND: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

ADJOURNEMENT

No action taken pursuant to discussion during Executive Session. The Board reconvened in open session at 7:39 PM.

President A. Onan adjourned meeting at 7:39 PM.

APPROVED: _____
DATE

SIGNED: _____
PRESIDENT

ATTESTED: _____
SECRETARY

RECORDING SECRETARY: S. Torrez
Administrative Assistant

RECORDING SECRETARY: _____
For Executive Session