

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

**November 30, 2021**

Board President A. Onan called the meeting to order at 6:32 PM.

## **ROLL CALL:**

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

Absent: None.

Staff Present: S. Torrez, R. Smith

Visitors Present: Kevin from Eder Casella Auditing Firm.

## **AGENDA**

Approve remote attendance by trustees under 5 ILCS 120/7 a. I personal illness or disability. Not needed.

The Agenda was presented for approval. Amendments proposed: moving the Audit Discussion up to the beginning of the meeting as a courtesy to our guest speaker and adding the approval of the July 27, 2021 Regular Meeting Executive Session minutes.

MOTION: W. Driver moved to approve the agenda, with the proposed amendments.

SECOND: B. Price

Roll Call: All in favor. None opposed.

Motion Carried.

## **COMMENTS BY VISITORS**

Kevin introduced himself as one of the Managers at our current Auditing Firm, Eder Casella, and went on to explain that he was here to go over our Audit and answer any questions the Board may have.

## **AUDIT DISCUSSION AND APPROVAL**

MOTION:

SECOND:

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

## **MINUTES**

The minutes of the October 26, 2021 Regular Meeting were presented for approval. Amendments proposed: Adding T. Adams as present in the roll call section, adding the time the meeting reconvened in open session, adding any action taken after reconvening in open session, and adding the closing motion and time.

MOTION: R. Kauth moved to approve the minutes of the October 26, 2021 Regular Meeting as presented with the proposed amendments.

SECOND: T. Adams

Roll Call: All in favor. None opposed.

Motion Carried.

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

The minutes of the October 26, 2021 Regular Meeting Executive Session were presented for approval.

MOTION: T. Adams moved to approve the minutes of the September 28, 2021 Regular Meeting Executive Session as presented.

SECOND: W. Driver

Roll Call: All in favor. None opposed.

Motion Carried.

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

MOTION: R. Kauth moved to approve the minutes of the July 27, 2021 Regular Meeting Executive Session as presented.

SECOND: T. Adams

Roll Call: All in favor. None opposed.

Motion Carried.

## **TREASURERS REPORT**

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

## **BILLS**

The bills for October 2021 were presented for review.

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

SECOND: B. M. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **Investment Update**

The recent reinvestment opportunity the library took advantage of was discussed.

## **PRESIDENT'S REPORT**

### **BUZ**

The group met sometime in late October. Plans included trying to plan a craft fair in the Bickett Building, but many obstacles popped up, pushing the timeline back. Due to the contretemps, the event has been moved back to sometime next year.

### **ZBLA**

A. Onan and R. Smith attended the ZBLA Graduation ceremony for B. M. Price and J. Lee, who was not in attendance.

### **TIF**

Nothing new to note for October. R. Smith attended a Beach Park TIF meeting for November and informed the Board the new gas station planned on the corner of Wadsworth and Sheridan Road is part of the Beach Park TIF.

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## OTHER

A. Onan informed the Board that the Village of Winthrop Harbor would be getting a new City/Village Administrator in January. She knows this person personally and hopes that will help build a stronger connection between the Library and Winthrop Harbor.

## LIBRARY DIRECTORS REPORT

**Statistical Reports for October 2021:** The statistics were discussed.

**Narrative Reports for October 2021:** The narrative reports were discussed. The absence of the YS report was noted.

## UNFINISHED BUSINESS

### Holiday Bonus Approval

As previously discussed the Board approved a uniform amount holiday bonus for all employees. The Bonus will be added to their next paycheck.

MOTION: S. Latif moved to approve the Holiday Bonus for all staff 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.

### Notary Service Update

The Notary Services were discussed. The Notary policy will be reviewed and brought to the Board for review and approval at a later date.

### Levy Ordinance Approval

The Levy Ordinance was discussed and presented for approval. It will be filed with Lake County once approved.

MOTION: W. Driver moved to approve the Levy Ordinance as presented.

SECOND: S. Latif

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

**Audit Discussion:** Moved up. See earlier section.

### Holiday Closings 2022

MOTION: W. Driver moved to approve the proposed 2022 Holiday Closings as presented, in addition to adding the closure for Sunday, December 2021.

SECOND: B. Price

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Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried

## COVID Sick Time Benefit

The Board discussed all the options presented and voted to approve the renewal and extension of the Covid Sick Time Benefit for all staff. All staff will receive two weeks of paid time off to use for COVID purposes and will have thru June 30, 2022 to use these two weeks.

MOTION: R. Kauth moved to approve two weeks paid time off for all staff to use for COVID purposes from January 1, 2022 thru June 30, 2022.

SECOND: M. Martin

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

## NEW BUSINESS

### Serving Our Public 4.0 (Chapters 5-8)

The board is aware of the Per Capita Grant application requirement to review and discuss the Serving Our Public 4.0 publication by the grant application deadline.

## EXECUTIVE SESSION

The Board did not enter Executive Session.

## ADJOURNEMENT

The Board meeting adjourned at 8:00 PM.

MOTION:

SECOND:

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

**APPROVED:** 1/25/2022

DATE

**SIGNED:** /s/ A.Onan

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

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PRESIDENT

**ATTESTED:** /S/ M. Martin  
SECRETARY

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

**RECORDING SECRETARY:** NA  
**For Executive Session**