**January 25, 2022**

Treasurer W. Driver called the meeting to order at 6:41 PM.

**ROLL CALL:**Present: T. Adams, W. Driver, R. Kauth, S. Latif\*, B. Price, & A. Onan\* (\*Present via zoom)  
Absent: M. Martin  
Staff Present: S. Torrez, R. Smith, J. Lee  
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: T. Adams  
Roll Call:   
Aye: T. Adams, W. Driver, R. Kauth, S. Latif, B. Price, & A. Onan  
Nay: -0-  
Abstain: -0-  
Motion Carried.

The Agenda was presented for approval.   
MOTION: B. Price moved 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 November 30, 2021 Regular Meeting were presented for approval.   
MOTION: R. Kauth moved to approve the minutes of the November 30, 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: -0-  
Motion Carried.

**TREASURERS REPORT**The November and December 2021 Treasurer’s Reports were presented for review.

**BILLS**  
The bills for November & December 2021 were presented for review.  
MOTION: B. Price moved to approve the November & December 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.

Approve Resolution to roll CD funds into 12-month CD at 0.30%APY with DMB Community Band  
MOTION: B. Price moved to approve the Resolution to roll CD funds into 12-month CD at 0.30%APY with DMB Community Band.  
SECOND: R. Kauth  
Roll Call:   
Aye: T. Adams, W. Driver, R. Kauth, S. Latif, M. Martin\*\*, B. Price, & A. Onan (entered meeting via zoom at 6:50 PM)  
Nay: -0-  
Abstain: -0-  
Motion Carried

**PRESIDENT’S REPORT  
BUZ:** Trustee W. Driver updated the Board on her newly appointed BUZ duties and upcoming event.

**ZBLA:** Director R. Smith updated the Board on the upcoming Jr. ZBLA session being held at the Library. Jr. ZBLA has now opened enrollment to 8th Grade Students.

**TIF:** Trustee T. Adams updated the Board on the TIF meetings attended. Popeye’s has finally been approved and will be coming to Zion soon. The holdup seemed to be an access road. The City of Zion also voted to replace and update all of the official Welcome to Zion signs. This project will be open for bids soon.

**OTHER:** Trustee T. Adams updated the Board on some Coalition for Healthy Communities upcoming programs. The Library has agreed to provided and staff a table at the title to be determined Black History Month program.

**LIBRARY DIRECTORS REPORT**  
**Statistical Reports for November & December 2021:** Trustee R. Kauth commented that program participation seems to be increasing. This is good to see.

**Narrative Reports for November & December 2021**: Trustee W. Driver commented that the narrative reports are liked. Trustees R. Kauth and S. Latif commented on the passive programming and how well received they have been. They like all the elements involved with these activities. The loss of the Teen Services Associate was commented. All other current openings were discussed.

**UNFINISHED BUSINESS  
Notary Policy**The Notary Policy was discussed and presented for approval.  
MOTION: T. Adams moved to approve the Notary Policy as proposed.   
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.

**Serving Our Public 4.0 (Chapters 5-6)**Facilities Coordinator Jim Lee presented on Serving Our Public 4.0 (Chapters 5-6). He provided a list of service providers for the Board to review. They appreciated this list, for reference. He updated the Board on possible upcoming Building Safety Projects. The Board inquired about ongoing staff and possible patron ongoing safety trainings.

**Resolution Authorizing Paid COVID Sick Time**.MOTION: B. Price moved to approve the official resolution granting two weeks paid time off for all staff to use for COVID purposes from January 1, 2022 thru June 30, 2022.  
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  
Serving Our Public 4.0 (Chapters 9-10)**Chapters 9 & 10 of Serving Our Public 4.0 were discussed. Staff will be present at upcoming Board meetings to discuss different sections.

**Traveling Library Policy**The proposed changes to the current Traveling Library Policy were discussed. Address verification was discussed for those who could not physically come into the library at this time. It was discussed that mailing out their Library Card could be considered their address verification in lieu of being physically present.

**EXECUTIVE SESSION**The Board did not enter Executive Session.

**ADJOURNEMENT**The Board meeting adjourned at 8:01 PM.

MOTION: A. Onan moved to adjourn the January 25, 2022 Board Meeting.  
SECOND: T. Adams  
Roll Call:   
Aye: All in favor.  
Nay: -0-  
Abstain: -0-  
Motion Carried.

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| **APPROVED:** |  |
|  | DATE |

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| **SIGNED:** |  |
|  | PRESIDENT |

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| **ATTESTED:** |  |
|  | SECRETARY |

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| **RECORDING SECRETATRY:** | S. Torrez |
|  | Administrative Assistant |

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| **RECORDING SECRETATRY:** | NA |
| **For Executive Session** |  |