

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

**February 22, 2022**

President A. Onan called the meeting to order at 6:31 PM.

## **ROLL CALL:**

Present: T. Adams, W. Driver, R. Kauth, B. Price, & A. Onan

Absent: S. Latif, M. Martin (M. Martin entered meeting in-person at 6:35 PM, S. Latif entered meeting via Zoom at 6:35 PM)

Staff Present: S. Torrez, R. Smith, K. Nichols

Visitors Present: None.

## **AGENDA**

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

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

SECOND: B. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The Agenda was presented for approval.

MOTION: T. Adams moved to approve the agenda as presented.

SECOND: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **COMMENTS BY VISITORS**

Kris Nichols, Patron Services Supervisor, gave an update about the merging of the Circulation and Materials Handling Departments.

## **MINUTES**

The minutes of the January 25, 2022 Regular Meeting were presented for approval.

MOTION: R. Kauth moved to approve the minutes of the January 25, 2022 Regular Meeting 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.

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## TREASURERS REPORT

The January 2022 Treasurer's Report was presented for review.

## BILLS

The bills for January 2022 were presented for review.

MOTION: W. Driver moved to approve the January 2022 bills 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.

## PRESIDENT'S REPORT

**BUZ:** A grant was received for funding the proposed zinna milkweed garden.

**ZBLA:** At the most recent meeting, they had a presenter from the Zion Park District. Afterwards, Robin was approached about possible volunteer opportunities in the library.

**TIF:** Trustee Adams reports no new meetings since last month.

**OTHER:** The Board was presented with paperwork from Zion Township in regards to the Library's participation in the Zinnias for Zion program. The library will be participating once again.

## LIBRARY DIRECTORS REPORT

**Statistical Reports for January 2022:** Trustees asked in regards to the sections that appear to be missing stats. Kris reported that the laptop usage is no longer tracked.

**Narrative Reports for January 2022:** Director Smith reported on her attendance at the Winthrop Harbor Village meeting. She will also be attending the upcoming Beach Park Village Meeting. She also reported that the library would be participating at several upcoming community events. The flexibility of the teen department was praised. The reduction of in-person teen programming was commented on, however the reduction is due to staffing.

## UNFINISHED BUSINESS

### Notary Policy

The Notary Policy was discussed and presented for approval.

MOTION: W. Driver moved to approve the Notary Policy with the proposed amendment.

SECOND: B. Price

Roll Call:

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

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **Traveling Library Policy**

MOTION: R. Kauth moved to approve the Traveling Library 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**

### **Serving Our Public 4.0 (Chapters 11-13)**

Chapters 9 & 10 of Serving Our Public 4.0 were discussed. Staff will be present at upcoming Board meetings to discuss different sections.

### **Paid Parental Leave Policy**

The Board heard about implementing a Paid Parental Policy that does not require FMLA status in order to be used. This would allow part-time staff to take advantage of this benefit.

### **Safety Mask Policy**

Changes in the current Safety Mask Policy were discussed. As of March 1<sup>st</sup>, masks would become optional for all staff and patrons entering the building.

## **EXECUTIVE SESSION**

The Board entered Executive Session at 7:35 PM to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

MOTION: R. Kauth moved to enter into Executive Session in accordance with 5 ILCS 120/2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

MOTION: W. Driver

SECOND: T. Adams

Roll Call:

All in favor.

## **ADJOURNEMENT**

The Board meeting adjourned at XX PM.

MOTION:

SECOND:

Roll Call:

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Aye:

Nay: -0-

Abstain: -0-

Motion Carried.

**APPROVED:** 3/29/2022  
DATE

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

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

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

**RECORDING SECRETARY:** M. Martin  
**For Executive Session**