

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

May 31, 2022

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

## ROLL CALL:

Present: T. Adams, R. Kauth, M. Martin, & A. Onan

Absent: W. Driver\*\*, S. Latif\*, B. Price

**(Trustee S. Latif entered meeting via Zoom at 6:35 PM and Trustee Driver entered meeting in person at 6:36 PM)**

Staff Present: S. Torrez, R. Smith, L. Frey, J. Lee, P. Paveleski, K. Nevins

Visitors Present: Strategic planning consultant Stephanie Kusibab from NICNE; Product Architecture + Design principal architects, Tiffany Nash and Dan Pohrte

## AGENDA

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

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

SECOND: M. Martin

Roll Call:

Aye: T. Adams, R. Kauth, M. Martin, & A. Onan.

Nay: -0-

Abstain: -0-

Motion Carried.

The Agenda was presented for approval.

The addition of ongoing IT and printing issues discussion was added to unfinished business.

MOTION: T. Adams moved to approve the Agenda as amended.

SECOND: M. Martin

Roll Call:

Aye: T. Adams, R. Kauth, M. Martin, & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

## COMMENTS BY VISITORS

None.

## MINUTES

The minutes of the April 26, 2022 Regular Meeting were presented for approval.

MOTION: R. Kauth moved to approve the minutes of the April 26, 2022 Regular Meeting as presented. **(Trustee S. Latif entered meeting via Zoom at 6:35 PM prior to vote).**

SECOND: T. Adams

Roll Call:

Aye: T. Adams, R. Kauth, S. Latif, M. Martin, & A. Onan

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Nay: -0-  
Abstain: -0-  
Motion Carried.

The minutes of the April 26, 2022 Regular Meeting Executive Session were presented for approval.

MOTION: R. Kauth moved to approve the minutes of the April 26, 2022 Regular Meeting Executive Session as presented. **(Trustee W. Driver entered meeting in person at 6:36 PM, just after the vote was taken).**

SECOND: T. Adams

Roll Call:

Aye: T. Adams, R. Kauth, M. Martin, & A. Onan

Nay: -0-  
Abstain: S. Latif  
Motion Carried.

## TREASURERS REPORT

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

## BILLS

The bills for April 2022 were presented for review.

MOTION: W. Driver moved to approve the bills for April 2022 as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-  
Abstain: -0-  
Motion Carried.

## SUMMER SUNDAY HOURS

Closing the library on Sundays during summer (June to Labor Day) was discussed. Several trustees expressed preference to remain open on Sundays while others expressed that closing on Sundays would allow employees to better cover outreach events, COVID required sick time, and also more time with their families.

MOTION: W. Driver moved to approve closing the Library on Sundays during the summer months, from June to Labor Day.

SECOND: T. Adams

Roll Call:

Aye: T. Adams, W. Driver, & A. Onan.

Nay: R. Kauth, S. Latif, M. Martin

Abstain: -0-  
Motion Denied.

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## PRESIDENT'S REPORT

**BUZ:** Trustee Driver provided an update on the community garden and other various upcoming projects.

**ZBLA:** Director Smith submitted an application to join the next session of ZBLA.

**TIF:** No updates provided.

**OTHER:** The Zinnias for Zion Coloring contest kicked off and coloring sheets are available for pick up at the library, Culvers, and other community businesses. Submissions will be accepted through July 8. Final prizes will be awarded at Monarch Mania, to be held at Gazebo near Shiloh House on Sunday, August 7.

## LIBRARY DIRECTORS REPORT

**Statistical Reports for April 2022:** Trustee Driver expressed all the great feedback she has received for the Traveling Library and all the services it provides to homebound patrons.

**Narrative Reports for April 2022:** The Board is interested to see the numbers and how it would affect the library budget to possibly add benefits for part-time staff.

## UNFINISHED BUSINESS

### COVID Sick Time Policy Review

**MOTION:** R. Kauth moved to extend the current pool of COVID Sick Time allotted for all staff through 12/31/2022.

**SECOND:** S. Latif

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

### Ongoing IT and Printing Issues Discussion

The SWK IT contract ends in July. There is a period of overlap with our new IT vendor. The Outsource Tech Group has assigned techs to be on site and so far, the transition is going well.

## NEW BUSINESS

### Architect Presentation on Library Trends

Tiffany and Dan from Products + presented a slideshow featuring trends in libraries.

### Schedule Fiscal 2022/2023 Regular Board Meetings

**MOTION:** R. Kauth moved to approve the schedule for 2022/2023 Regular Board Meetings as presented.

**SECOND:** W. Driver

Roll Call:

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

Nay: -0-

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Abstain: -0-  
Motion Carried.

## Out of District Library Card Fees

MOTION: W. Driver moved to approve the Out of District Library Card Fee as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## Adopt a Financial Ordinance Calendar

MOTION: R. Kauth moved to adopt the Financial Ordinance Calendar as presented.

SECOND: W. Driver

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## Strategic Planning Timeline Discussion

The strategic planning timeline was discussed. Survey questions will be created and feedback gathered. Along those lines, a meeting date was set for the Finance Committee. Other Committee seats were created and assigned to Trustees per their interests.

## EXECUTIVE SESSION

The Board entered into Executive Session at 8:26 PM.

MOTION: T. Adams moved to enter an Executive Session in accordance with 5 ILCS 120/2 (c).

SECOND: T. Adam

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## ACTION TAKEN IN EXECUTIVE SESSION

The Executive Session ended and the Board reconvened in Open Session at 8:38 pm.

## ADJOURNEMENT

The Board meeting adjourned at 8:38 PM.

**APPROVED:** 6/28/2022

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

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DATE

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

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

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

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