

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

January 31, 2023

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

## ROLL CALL:

Present: T. Adams, R. Kauth, S. Latif, M. Martin\*, B.M. Price, & A. Onan (Trustee Martin present via Zoom)

Absent: W. Driver

Staff Present: S. Torrez, R. Smith, L. Frey

Visitors Present: Mike Jaworek, Patron; Tiffany Nash, Product Architecture + Design; Chase Blazier, Eder, Casella Auditors; Kristin Nelson, patron

## 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: B. M. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The Agenda was presented for approval. Items 10b and 10e Under New Business were moved up, just after comments by visitors.

MOTION: B.M. Price moved to approve the Agenda as amended.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## COMMENTS BY VISITORS

There were four visitors on hand: Kristin Nelson, patron, just here as an observer. Tiffany Nash, Product Architects, Chase Blazer, Eder Cassella, Auditor, & Mike Jaworek, patron and observer.

## NEW BUSINESS

### Architect Bids Review and Approval

Tiffany Nash from Product Architecture+Design was on hand to go through the bid packets and present the bid winner.

MOTION: R. Kauth moved to approve the winning bid from Ephraim Carlson & Son from Libertyville, with the exclusion of alternate cost for HVAC at this time, as presented.

SECOND: B. M. Price

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Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **Audit Review and Approval**

Chase Blazier from our current auditing firm of Eder Casella was on hand to go over and answer any questions regarding the FY 22 Audit.

## **MINUTES**

The minutes of the November 29, 2022 Regular Meeting were presented for approval.

MOTION: R. Kauth moved to approve the minutes of the November 29, 2022 Regular Meeting as presented.

SECOND: S. Latif

Roll Call:

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

Nay: -0-

Abstain: S. Latif

Motion Carried.

The minutes of the November 29, 2022 Regular Meeting Executive Session were presented for approval.

This item was tabled for next regular meeting.

## **TREASURERS REPORT**

The November 2022 Treasurer's Reports were presented for review.

MOTION: R. Kauth moved to approve the Treasurer's Report for November 2022 as presented.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **BILLS**

The bills for November 2022 were presented for review.

MOTION: T. Adams moved to approve the bills for November 2022 as presented.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

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Abstain: -0-  
Motion Carried.

## **TREASURERS REPORT**

The December 2022 Treasurer's Reports were presented for review.

MOTION: R. Kauth moved to approve the December 2022 Treasurer's Reports as presented.

SECOND: T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **BILLS**

The bills for December 2022 were presented for review.

MOTION: T. Adams moved to approve the bills for December 2022 as presented.

SECOND: B.M. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **Treasurer Resignation**

Trustee Adams presented her resignation as Board Treasurer.

MOTION: T. Adams moved to accept Trustee Adams resignation as Board Treasurer.

SECOND: B.M. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

## **Treasurer Election**

The Board discussed who will fill the Treasurer position. Trustee Latif had the most nominations.

MOTION: B.M. Price moved to accept Trustee Latif as Board Treasurer.

SECOND: R. Kauth

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

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## PRESIDENTS REPORT

**BUZ:** BUZ is seeking new members and will hold an information meeting on Sunday, 2/7.

**ZBLA:** A new session is coming up. Jr. ZBLA session starts 2/1. They are planning a volunteer fair and are currently seeking organizations in need of volunteers to present at fair.

**TIF:** Ground breaking at Popeye's has begun. Starbucks is almost ready to open and they are currently hiring. Starbucks manager Emily Gomez will drop off invites to the soft opening in March.

**OTHER:** None.

## LIBRARY DIRECTORS REPORT

**Statistical Reports for November 2022 & December 2022:** Stats are good. Attendance at the holiday part was higher than expected. The music was great!

**Narrative Reports for November 2022 & December 2022:** Homebound program is well received in the community. Much praise for Homebound Librarian.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

### COVID Sick Time

The board reviewed and discussed the proposed COVID sick time policy.

**MOTION:** R, Kauth moved to approve the Temporary COVID-19 Sick Leave Policy as presented.

**SECOND:** T. Adams

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

### Architect Bids Review and Approval

See above.

### Alternative Board Meeting Locations during construction

The board discussed alternative meeting locations in case the meeting room is unavailable during construction.

### Board Bylaws Review and Discussion

The current board bylaws were reviewed and adding a section to allow a Crime Policy coverage versus a Treasurers Bond was discussed. The board finds the general Crime

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Policy coverage better going forward. The bylaws will be amended to include this section.

## Audit Review and Approval

See above.

## EXECUTIVE SESSION

The Board entered into Executive Session pursuant to employee matters.

MOTION: T. Adams moved to enter into Executive Session under 5 ILCS 120/2(c)(1), at 7:56 PM.

SECOND: B. M. Price

Roll Call:

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

Nay: -0-

Abstain: -0-

Motion Carried.

The Board reconvened in open session at 9:26 PM.

## ACTION TAKEN IN EXECUTIVE SESSION

None.

## ADJOURNEMENT

MOTION: B. M. Price moved to adjourn the Regular Board Meeting.

SECOND: T. Adams

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

The Board meeting adjourned at 9:26 PM.

**APPROVED:** 2/28/02023  
DATE

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

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

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

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