

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

June 27, 2023

President A. Onan called the meeting to order at 6:40 PM.

ROLL CALL:

Present: T. Adams, S. Latif, M. Martin, B.M. Price, M. Hartmann, & A. Onan

Absent: B.M. Price (entered meeting at 6:41 pm)

Staff Present: S. Torrez, R. Smith, R. Sandoval, J. Friess, & W. Nepstad

Visitors Present: Kris Nelson – Patron, Barbara from Boy Scouts, W. Driver (Guest after 7:08 PM)

AGENDA

The Agenda for June 27, 2023 Regular Board Meeting was presented for approval. Adding a new item under new business was discussed. The new item is for voting to close the library early on Monday, July 3, 2023.

MOTION: S. Latif moved to approve the Agenda as amended.

SECOND: T. Adams

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

COMMENTS BY VISITORS

New staff was introduced to the Board: Jane Friess, Youth Services Librarian and School Liaison; Carlton Green, Security Monitor. Two community members, also part of the Decennial Committee were also present.

NEW BOARD MEMBERS

Oath of Office for New Board Members

Notary W. Nepstad was on hand to swear in newly elected Trustee M. Jaworek. Trustee Jaworek brought his wife to witness the swearing in ceremony. His daughter was also present via zoom.

REORGANIZATION OF LIBRARY BOARD

Committee Appointment

President A. Onan went over current committee assignments and asked that each trustee pick at least 2 committees to serve on. An updated committee assignment sheet will be shared with the board. **(insert committees and members)**

Communication Standards

The communications standards was reviewed and newly sworn in Trustee M. Jaworek signed the communication standard acknowledgement form.

MINUTES

The minutes of the May 23, 2023 Regular Meeting were presented for approval.

MOTION: B.M. Price moved to approve the minutes of the May 23, 2023 Regular

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Meeting as presented.

SECOND: S. Latif

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

TREASURERS REPORT

The May 2023 Treasurer's Report was presented for review.

BILLS

The bills for May 2023 were presented for review.

MOTION: T. Adams moved to approve the bills for April 2023 as presented.

SECOND: M. Martin

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, B.M. Price, M. Hartmann, M. Jaworek & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

Per Capita Award Letter

The current Per Capita Award letter was shared with the Board. The amount received is determined by the number of residents within the Library District. Areas on which the grant will be sent were also discussed.

CEJA/DCEO Grant

Paperwork for this grant is due on Friday June 30, 2023. The library has hired grant writer and former Youth Service Coordinator Garnet Miller to assist with the grant paperwork.

Auditor Selection

Two proposals were discussed. The board decided to follow the Director's recommendation and elect Illinois NFP as the Library's new auditing firm for the next three years.

MOTION: B. M Price moved to approve Illinois NFP as the Library's new auditing firm for the next three years.

SECOND: M. Martin

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, B.M. Price, M. Hartmann, M. Jaworek & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

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PRESIDENTS REPORT

BUZ: The garden by the train station was planted. Planning is coming along for the Zinnia/Monarch Mania Festival in August.

ZBLA: Adult applications are closed.

TIF: Shared with TIF Member that the Mayor released the name of the company that moved into the old Baxter building. She was surprised as she could not share that information.

OTHER: Changing the title of this section to Community Report was suggested, as what is being discussed is more community outreach oriented as opposed to what the Board President is doing.

Director R. Smith asked for volunteers to join several community organizations, including Kiwanis, Lions, and Rotary. Trustee M. Jaworek has volunteered to check out Kiwanis. Trustee B.M. Price is already involved with Rotary. Admin Assistant will inquire on membership information for the local Lions Club and Moose Lodge and share with the board.

LIBRARY DIRECTORS REPORT

Statistical Reports for May 2023: The statistics for the ematerials was questioned by Trustee M. Jaworek. Adult Services Coordinator stated that those numbers are increasing and that is one of the most popular services, at least for the adult department. Board President inquired if the Job Center was down to once a month permanently or just for the summer. AS Coordinator stated that it was just for the summer and the Library would actually be holding a job fair later this year, in October. The Board is excited for that event.

Narrative Reports for May 2023: Trustee M. Jaworek inquired about the efficacy of the Traliant training that the staff and board had to complete in May. The majority of those registered did successfully complete the training and staff feedback has been positive. Future trainings were also discussed. President mentioned that Board would like to be invited to staff functions, so they were cordially invited to the Staff Barbeque happening on July 6, 2023.

UNFINISHED BUSINESS

Fiscal Year 2023.2024 Working Budget Approval

MOTION: T. Adams moved to approve the Fiscal Year 2023.2024 Working Budget as presented.

SECOND: B. M. Price

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, B.M. Price, M. Hartmann, M. Jaworek & A. Onan

Nay: -0-

Abstain: -0-

Motion Carried.

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Construction Project Update

The project is delayed slightly due to manufacturing errors, mainly the new main doors to the lobby. Millwork is the last thing to be installed.

Decennial Committee

All members of the Board are required to participate in the Decennial Committee meetings.

NEW BUSINESS

Schedule Fiscal Year 2023.2024 Regular Board Meetings

MOTION: T. Adams moved to approve the Fiscal Year 2023.2024 Regular Board Meetings as amended: correct date for July is 7/25/2023, October will be 10/24/2023, May will be 5/21/2024.

SECOND: S. Latif

Roll Call:

Aye: All in Favor.

Nay: -0-

Abstain: -0-

Motion Carried.

NEW ITEM: Closing Early on Monday, July 3, 2023

MOTION: T. Adams moved to approve closing the Library early at 6 PM on Monday, July 3, 2023.

SECOND: B. M. Price

Roll Call:

Aye: All in Favor.

Nay: -0-

Abstain: -0-

Motion Carried.

Strategic Planning Survey

The Board was reminded to complete the Strategic planning survey.

How to distinguish meeting rooms for reservation system

Possible names the newly created meeting spaces were discussed. Naming the new meeting rooms after community landmarks was discussed. The Board recommended a more neutral naming system.

Introduction of new Illinois law regarding censorship

An article was shared with the board for informational purposes only. At this time, the Library policies are in line with the law. As more guidance and support is provided, the Library will re-examine its policies and decide on any changes then.

EXECUTIVE SESSION

None.

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ACTION TAKEN IN EXECUTIVE SESSION

None.

ADJOURNEMENT

MOTION: T. Adams moved to adjourn the Regular Board Meeting.

SECOND: M. Martin

Roll Call:

Aye: All in favor.

Nay: -0-

Abstain: -0-

Motion Carried.

The Board meeting adjourned at 8:02 PM.

APPROVED: 7/25/2023

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