

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

## I. CALL TO ORDER & ROLL CALL

President A. Onan called the January 30, 2024 meeting to order at 6:30 PM.

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

Absent: None

Staff Present: Robin Smith, Sara Torrez, Lindsay Frey, Rachel Sandoval, Will Nepstad

Visitors Present: Kim Pickenpaugh, Wendy Driver, Sanjay Singhal

## II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

## III. AGENDA

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

Motion not needed.

### b. Adopt agenda

The board discussed the agenda and recommended the year be updated.

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

SECOND: M. Martin

Roll Call: All in favor.

Aye:

Nay:

Abstain:

Motion Carried.

## IV. COMMENTS BY VISITORS

Wendy Driver invited the Board to the ZB Seed Library Grand Opening happening on Saturday, February 3, 2024 here at the Library.

## V. NEW BOARD MEMBER

### a. Ordinance 23/24-O-5 Ordinance to Fill a Board Vacancy

MOTION: M. Martin moved to approve Ordinance 23/24-O-5 Ordinance to Fill A Board Vacancy as presented.

SECOND: T. Adams

Roll Call: All in favor.

Motion Carried.

### b. Oath of Office for Newly Appointed Trustee

Notary Will Nepstad was on hand to perform and notarize the Oath of Office for newly appointed and installed Trustee Kim Pickenpaugh.

## VI. MINUTES

### a. Approve Minutes from the November 28, 2023 Regular Meeting

MOTION: M. Jaworek moved to approve the Minutes from the November 28, 2023 Regular Meeting as presented.

SECOND: T. Adams

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Roll Call: All in favor.  
Motion Carried.

**b. Approve Minutes from the December 19, 2023 Policy Review Committee Meeting**

MOTION: M. Jaworek moved to approve Minutes from the December 19, 2023 Policy Review Committee Meeting as amended.

SECOND: T. Adams

Roll Call: All in favor.

Motion Carried.

**c. Approve Minutes from the January 16, 2024 Special Meeting**

Discussion tabled.

**d. Approve Minutes from the January 16, 2024 Special Meeting Executive Session**

MOTION: S. Latif moved to approve Minutes from the January 16, 2024 Special Meeting Executive Session as presented.

SECOND: M. Jaworek

Roll Call: All in favor.

Motion Carried.

## VII. TREASURER'S AND NEW INVESTMENT REPORT AND BILLS

**a. Treasurer's Report for November 2023**

The treasurer's report for November 2023 was discussed.

**b. Approve Bills for November 2023**

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

SECOND: M. Martin

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, M. Hartmann, M. Jaworek, K.

Pickenpaugh & A. Onan

Nay: 0

Abstain: 0

Motion Carried.

**c. Treasurer's Report for December 2023**

The treasurer's report for December 2023 was discussed.

**d. Approve Bills for December 2023**

MOTION: T. Adams moved to approve bills from December 2023 as presented.

SECOND: K. Pickenpaugh

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, M. Hartmann, M. Jaworek, K.

Pickenpaugh & A. Onan

Nay: 0

Abstain: 0

Motion Carried.

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## **e. Statement of Cash Receipts and Disbursements July 1, 2022 to June 30, 2023**

MOTION T. Adams moved to approve the Statement of Cash Receipts and Disbursements July 1, 2022 to June 30, 2023 as presented.

SECOND: M. Jaworek

Roll Call:

Aye: T. Adams, S. Latif, M. Martin, M. Hartmann, M. Jaworek, K. Pickenpaugh & A. Onan

Nay: 0.

Abstain: 0

Motion Carried.

## **f. Ordinance 23/24-O-6 Ordinance Transferring Funds to the Special Reserve Fund**

MOTION: T. Adams moved to approve Ordinance 23/24-O-6 Ordinance Transferring Funds to the Special Reserve Fund as presented.

SECOND: M. Jaworek

Roll Call:

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

Nay: 0

Abstain: K. Pickenpaugh

Motion Carried.

## **VIII. COMMUNITY OUTREACH REPORT**

### **a. BUZ**

Former Trustee and current BUZ member Wendy Driver invited all present to the Grand Opening celebration for the ZB Seed Library.

### **b. ZBLA**

President A. Onan reports that a subcommittee of the organization maybe forming and that all are invited to participate.

### **c. TIF**

Trustee T. Adams reports that a facelift was approved for Dukas Auto on Lewis Ave.

### **d. Other**

The Board was informed of an anonymous donation in the amount of \$14,000.00. This donation will be utilized for Youth Services improvements. The Board was also made aware of a \$1,000.00 donation from the Zion Kiwanis Club. The board is grateful for all donations and support.

## **IX. LIBRARY DIRECTOR'S REPORT**

### **a. Statistical Report for November 2023**

The statistical reports for November 2023 were discussed.

### **b. Narrative Reports for November 2023**

The Spelling bee attendance was discussed. The board appreciated the clarification of the Waste Management account and refund acquired. The

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DVD collection was made more browse-able through the genre-ification project. Many compliments for the bilingual storytime programs with hopes that the ages allowed can be expanded.

**c. Statistical Report for December 2023**

The statistical reports for December 2023 were discussed

**d. Narrative Reports for December 2023**

The board enjoyed the stuffed animal review with images. They were excited for the large turnout at the Willy Wonka Holiday party. Attendance is estimated at or above 500 people.

**e. ECC Annual Report (OverDrive)**

The board reviewed the ECC Annual Report from OverDrive.

**X. UNFINISHED BUSINESS**

**a. Policy Review Committee Updates**

Policy Committee chair stated that all the recommended changes are reflected in all the policies as presented.

**b. Rules for Public Participation in Meetings**

MOTION: M. Jaworek moved to approve items b-k under Unfinished Business all at once.

SECOND: M. Hartmann

Roll Call: All in favor.

Motion Carried.

**c. Code of Conduct Policy**

**d. Video Surveillance Policy**

**e. Fixed Asset Policy**

**f. Fund Balance Policy**

**g. Investment Policy**

**h. Outstanding Check Policy**

**i. Reimbursement Policy**

**j. Unattended Children Policy**

**k. Board Bylaws**

**XI. NEW BUSINESS**

**a. Board Vacancy: Ordinance 23/24-O-7 Ordinance to Accept a Resignation, Declare a Vacancy, and Process to Appoint a New Trustee**

MOTION: T. Adams moved to accept S. Latif's resignation and approve Board Vacancy: Ordinance 23/24-O-7 Ordinance to Accept a Resignation, Declare a Vacancy, and Process to Appoint a New Trustee as presented.

SECOND: M. Hartmann

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Roll Call: All in favor.  
Motion Carried.

## XII. EXECUTIVE SESSION

- a. **5 ILCS 120/2(c)(1 or 2 or 3) if necessary**  
The Board did not enter executive session.

## XIII. ADJOURNMENT

- a. **Action taken pursuant to discussion during Executive Session**  
None.

- b. **Move to adjourn**  
MOTION: T. Adams moved to adjourn the meeting.  
SECOND: K. Pickenpaugh  
Roll Call: All in favor.  
Motion Carried.

**Board President A. Onan adjourned the meeting at 7:37 PM.**

APPROVED: 2/27/2024  
DATE

SIGNED: /s/ A. Onan  
PRESIDENT

ATTESTED: /s/ M. Martin  
SECRETARY

RECORDING SECRETARY: S. Torrez  
Administrative Assistant

RECORDING SECRETARY: NA  
Board Secretary  
For Executive Session