

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

I. CALL TO ORDER & ROLL CALL

President A. Onan called the February 27, 2024 meeting to order at 6:31 PM.
Present: T. Adams, M. Martin, M. Hartmann, M. Jaworek, K. Pickenpaugh, & A. Onan
Absent: None
Staff Present: Robin Smith, Sara Torrez, Rachel Sandoval, Will Nepstad
Visitors Present: Sanjay Singhal, Friends of Sanjay, including Mayor Bruno of Winthrop Harbor, Maddie Baartz, Yodaris Turcios, Michelle Stinson, Erin Pinkerton

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance recited.

III. AGENDA

a. Approve remote attendance by trustees under 5 ILCS 120/7(a)(1) personal illness or disability

Motion not needed.

b. Adopt agenda

The board discussed the agenda and recommended the following: Move section VI to after section X, and that the date of the regular meeting be corrected to 1/30/2024.

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

New Staff were introduced. Mayor spoke in support of Sanjay.

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-8 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 Sanjay Singhal.

VI. OFFICER ELECTIONS

a. President Election

Not needed at this time, per bylaws.

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b. Vice President Election

MOTION: T. Adams nominated M. Jaworek for the office of Vice President.

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

c. Secretary Election

Not needed at this time, per bylaws.

d. Treasurer Election

Not needed at this time, per bylaws.

e. Committee Assignments

K. Pickenpaugh volunteered to sit on the Finance and Strategic Planning Committees. T. Adams resigned from the Policy Committee. S. Singhal volunteered for the Strategic Planning Committee; and may step in on an as needed basis for the Policy Review Committee. A. Onan is now the chair of the Diversity and Inclusion Committee. The Policy Review Committee will meet on 4/23/2024 at 6:30 PM. The Finance Committee will meet on 4/9/2024 at 6:30 PM.

f. Communication Standards

Trustees reminded of FOIA implications. They were also asked to check their library emails at least once a week. Nametags will be standardized and re-issued at next month's meeting.

VII. MINUTES

a. Approve Minutes from the January 30, 2024 Regular Meeting

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

SECOND: M. Hartman

Roll Call: All in favor.

Motion Carried.

b. Approve Minutes from the February 13, 2024 Policy Review Committee Meeting

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

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

VIII. TREASURER'S AND NEW INVESTMENT REPORT AND BILLS

a. Treasurer's Report for January 2024

The treasurer's report for January 2024 was discussed.

b. Approve Bills for January 2024

MOTION: T. Adams moved to approve the bills for January 2024 as presented.

SECOND: M. Martin

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Roll Call:

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

Nay: 0

Abstain: M. Jaworek, S. Singhal

Motion Carried.

c. Financial Investment Update

The Finance Committee will meet on 4/9/2024 at 6:30 PM at the Library.

IX. COMMUNITY OUTREACH REPORT

a. BUZ

Trustee Singhal has a connection with BUZ member Wendy Driver and said that she is working with LeNette Havebek to get the bee resolution adopted.

b. ZBLA

Currently, they are not meeting at the library. An alumni group will be meeting soon.

c. TIF

None.

d. Other

Trustee A. Onan will be attending a Kiwanis program. Trustee Adams attended a City of Zion meeting where it was said the city will begin its strategic planning soon, where they will be seeking input from the public, not yet but soon. Trustee Adams also attended the Black History Month program at ZBTHS.

X. LIBRARY DIRECTOR'S REPORT

a. Statistical Report for January 2024

Trustee Jaworek inquired about material withdrawals vs. additions. The higher withdrawal numbers are due to the recent water damage and staffs hard work since the renovation in Adult Services.

b. Narrative Reports for January 2024

Board expressed appreciation for the comments from patron Georgia.

XI. UNFINISHED BUSINESS

a. Policy Review Committee Updates

Recommended all policies be approved as presented.

b. Americans with Disabilities Act (recommended edits)

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

SECOND: S. Singhal

Roll Call: All in favor.

Motion Carried.

c. Artificial Intelligence Use (New)

d. Bloodborne Pathogens Policy (no changes)

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- e. Employee Background Checks Policy (no changes)
- f. Equal Access Policy (no changes)
- g. Ethic Ordinance 1317-O-6 (recommended edits)
- h. Food and Drink Policy (no changes)
- i. Interlibrary Loan Policy (no changes)
- j. News Media Relations Policy (recommended edits)
- k. Social Media and Video Conferencing Policy (recommended edits)
- l. Surplus Materials Policy (no changes)
- m. Suspension of Privileges for Health and Safety Reasons Policy (recommended edits)
- n. Travel Policy (recommended edits)
- o. Traveling Library Policy (recommended edits)
- p. Volunteer Policy (recommended edits)

XII. NEW BUSINESS

- a. **Per Capita Grant and Expenditure Report, Library Bill of Rights**
The Per Capita Grant and Expenditure Report and Library Bill of Rights were discussed.
- b. **Consent Agenda Discussion**
The Board will begin to use a consent agenda at next month's board meeting.

XIII. EXECUTIVE SESSION

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

XIV. ADJOURNMENT

- a. **Action taken pursuant to discussion during Executive Session**
None.
- b. **Move to adjourn**
MOTION: T. Adams moved to adjourn the meeting.
SECOND: M. Martin
Roll Call: All in favor.
Motion Carried.

Board President A. Onan adjourned the meeting at 7:26 PM.

APPROVED: 3/26/2024
DATE

SIGNED: /s/ A. Onan
PRESIDENT

ATTESTED: /s/ M. Martin

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SECRETARY

RECORDING SECRETARY: S. Torrez
Administrative Assistant

RECORDING SECRETARY: NA
For Executive Session Board Secretary