

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

April 30, 2024

I. CALL TO ORDER

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

II. ROLL CALL

Present: M. Martin, M. Hartmann, M. Jaworek, K. Pickenpaugh, S. Singhal & A. Onan

Absent: T. Adams

Staff Present: Robin Smith, Sara Torrez

Visitors Present: None

III. PLEDGE OF ALLEGIENCE

The pledge of allegiance recited.

IV. 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 agenda was reviewed and no amendments were suggested.

MOTION: S. Singhal moved to approve the agenda as presented.

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

V. PUBLIC COMMENTS

None.

VI. CONSENT AGENDA

The Board moved to approve consent agenda items a through p, without discussion, as presented.

MOTION: K. Pickenpaugh

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

MINUTES

a. Approve Minutes from the March 26, 2024 Regular Meeting

TREASURERS AND INVESTEMENT REPORT AND BILLS

b. Treasurers Report for January 2024

c. Cash Disbursements for March 2024

DIRECTOR'S REPORT

d. Narrative Reports for March 2024

e. RAILS My Library Is...Grant Award Letter

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f. Statistical Report for March 2024

POLICY REVIEW COMMITTEE UPDATES

g. Approve Minutes from the April 23, 2024 Policy Review Committee Meeting

h. Bereavement Policy

i. Collection Boxes Policy

j. Confidential Policy

k. Introductory Period Policy

l. Locks and Lockers Policy

m. Policy on the Enforcement of Code of Conduct

n. Search Warrant Policy with Policy Privacy Card

o. Trustee Continuing Education Policy and Request Form

p. Partner Programming Policy (Sponsorship and Partnership)

VII. COMMUNITY OUTREACH REPORT

- a. **BUZ** – They recently merged with Community 365 and have listed upcoming events on Facebook.
- b. **ZBLA** – The Alumni group is getting back together. A key member also retired, leaving the door open for new opportunities.
- c. **TIF** – An upcoming veterinarian project is waiting for more documentation .
- d. **Other** – The Library will be participating in the upcoming Winthrop Harbor Memorial Day Parade (5/27/2024) and Zion Nostalgia Days (6/15/2024). The Board was invited to participate in both events. Trustee S. Singhal thanked everyone involved in the Trustee Training Day (4/17/2024) planning, He learned a lot and really enjoyed meeting the staff.

VIII. UNFINISHED BUSINESS

a. Holiday Closings Policy

The board discussed changes to this policy at length. It was decided that for now, Juneteenth would be added a paid holiday. The Sundays before Memorial Day and Labor Day were defined as days the Library is closed, but not considered holidays, and staff are not going to be compensated for those days. Managers and staff will arrange schedules to accommodate the hours.

MOTION: S. Singhal

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

b. Equality Statement

The Board discussed the Equality Statement and its impact at length. The

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Board agreed to reformat the statement, moved it to the Library Policies page as an addendum to the Equal Access Policy under the Operations tab. It will be further reviewed and edited at a later date.

MOTION: M. Jaworek

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

IX. NEW BUSINESS

a. Preliminary Budget Information

This item will be discussed after the Finance Committee Meeting.

b. Decennial Committee Meeting

A Decennial committee meeting was set for 6:30 PM on Thursday, May 16.

c. Financial Committee Meeting

A finance committee meeting was set for 7 PM on Thursday, May 16.

X. EXECUTIVE SESSION

a. 5 ILCS 120/2(c)(1 or 2 or 3) if necessary

The Board entered Executive Session in accordance with 5 ILCS 120/2(c)(1), to discuss the compensation of a specific employee of the local body.

XI. ADJOURNMENT

a. Action taken pursuant to discussion during Executive Session

The Board discussed and approved compensation for the Library Director. Executive Session adjourned at 8:49 PM.

b. Move to adjourn

Secretary M. Martin moved to adjourn the meeting at 8:49 PM.

MOTION: M. Martin

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

APPROVED: 5/21/2024

DATE

SIGNED: /s/ A. Onan

PRESIDENT

ATTESTED: /s/ M. Martin

SECRETARY

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RECORDING SECRETARY: S. Torrez
Administrative Assistant

RECORDING SECRETARY: M. Martin
Board Secretary
For Executive Session