

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

September 24, 2024

I. CALL TO ORDER

President A. Onan called the September 24, 2024 meeting to order at 6:30 PM.

II. ROLL CALL

Present: M. Martin, K. Pickenpaugh, S. Singhal, T. Montgomery, & A. Onan
Absent: T. Adams, M. Jaworek
Staff Present: Robin Smith, Sara Torrez, Rachel Sandoval
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

None.

b. Adopt agenda

The agenda was approved as amended, Move item 9a up to right after public comments.

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

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

V. PUBLIC COMMENTS

None.

• NEW BUSINESS –

a. New Library Calendar Introduction

The Board received an overview of the new library events and room reservation software, Communico.

VI. CONSENT AGENDA

The Board moved to approve consent agenda items a through g as presented.

MOTION: T. Montgomery

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

MINUTES

a. Approve Minutes from the August 27, 2024 Special Meeting Budget and Appropriation Meeting

b. Approve Minutes from the August 27, 2024 Regular Meeting

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TREASURERS AND INVESTMENT REPORT AND BILLS

- c. **Treasurers Report for July 2024**
- d. **Cash Disbursements for July 2024**
- e. **EAV Estimate**

DIRECTOR'S REPORT

- f. **Narrative Reports for August 2024**
- g. **Statistical Report for August 2024**

REGULAR AGENDA

VII. COMMUNITY OUTREACH REPORT

- a. **BUZ:** None.
- b. **ZBLA:** None.
- c. **TIF:** None.
- d. **Other:** United Way Statistics and partnership benefits were discussed. Literacy Task force from the Committee for Healthy Communities is taking over the spelling bee and the date has been postponed to March 2025.

VIII. UNFINISHED BUSINESS

- a. **Tentative Fiscal Year Board Calendar for 2024.2025**
The board reviewed the upcoming items.
- b. **Serving our public 4.0: Chapter 3**
The Board reviewed Chapter 3.
- c. **Serving our public 4.0: Chapter 4**
The Board reviewed Chapter 4
- d. **Strategic Plan Update**
The Board discussed the status of the current Strategic Plan. Updates to follow.
- e. **Parking Lot Project Update**
An engineer will be out for the final inspection prior to submitting payment.
- f. **Fire Panel Replacement Update**
The panel has been out of order since October 2023, due to a power outage. The Library is trying to see if an insurance claim is viable at this time. The insurance company will be sending out a representative soon.
- g. **HVAC Unit Update**
The official bid request has been posted. Bids will be opened on October 23, 2024.

IX. NEW BUSINESS

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a. New Library Calendar Introduction

The Board received an overview of the new library events and room reservation software, Communico.

b. Legatee Notice

The Library received notice that it was designated a legatee in the estate of the late Mrs. Sarah Becker. We have reviewed paperwork and are waiting on further instructions. We also received notice of payment from the estate of the late Mr. Warren Wood, Jr. Paperwork has been reviewed and returned.

X. EXECUTIVE SESSION

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

Motion not needed.

XI. ADJOURNMENT

a. Action taken pursuant to discussion during Executive Session

Motion not needed.

b. Move to adjourn

Trustee K. Pickenpaugh moved to adjourn the meeting at 7:57 PM.

MOTION: K. Pickenpaugh

SECOND: S. Singhal

Roll Call: All in favor.

Motion Carried.

APPROVED: 10/29/2024

DATE

SIGNED: /S/ A. Onan

PRESIDENT

ATTESTED: /S/ M. Martin

SECRETARY

RECORDING SECRETARY: S. Torrez

Administrative Assistant