

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

October 29, 2024

I. CALL TO ORDER

President A. Onan called the October 29, 2024 meeting to order at 6:32 PM.

II. ROLL CALL

Present: T. Adams, M. Jaworek, K. Pickenpaugh, S. Singhal, & A. Onan

Absent: M. Martin & T. Montgomery

Staff Present: Robin Smith, Sara Torrez

Visitors Present: Alfredo, Auditor

III. PLEDGE OF ALLEGIANCE

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 up Audit presentation and MS365 overview to just after the consent agenda.

MOTION: A. Onan moved to approve the agenda as amended.

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

V. PUBLIC COMMENTS

None.

VI. CONSENT AGENDA

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

MOTION: S. Singhal

SECOND: T. Adams

Roll Call: All in favor.

Motion Carried.

MINUTES

a. Approve Minutes from the September 24, 2024 Regular Meeting

TREASURERS AND INVESTMENT REPORT AND BILLS

b. Treasurers Report for September 2024

c. Cash Disbursements for September 2024

d. Treasurer's Bond Requirements Update

e. Interest bearing IL Funds cash infusion

f. EAV Estimates

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DIRECTOR'S REPORT

- g. Narrative Reports for September 2024
- h. Statistical Report for September 2024
- i. MeeScan Statistics

REGULAR AGENDA

VII. COMMUNITY OUTREACH REPORT

- a. **Community 365:** Trustee Singhal reported that the WH Police Uniform fundraiser did well. Wendy Driver will be hosting a Zinnia seed collection event on Saturday November 2 at the butterfly garden.
- b. **ZBLA:** Richard Frierson, City of Zion Commissioner, is hosting a meeting at the library on November 12th in hopes to align all taxing bodies on how to handle the CEJA grant monies.
- c. **TIF:** Beach Park will be holding a joint review board on November 19th, Robin plans to attend.
- d. **Other:** None.

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 5**
The Board reviewed Chapter 5.
- c. **Serving our public 4.0: Chapter 6**
The Board reviewed Chapter 6
- d. **Approve the Audit Report for Fiscal Year ending June 30, 2024**
Alfredo from NFP Auditing LLP was present to go over the audit. He did a great job at explaining the numbers and the management letter note, which was required due to the material amount of the journal entries in the IMRF fund. The Library is doing a great job at maintaining its funds. The Board moved to approve the Audit Report for Fiscal Year ending June 30, 2024 as presented.
MOTION: K. Pickenpaugh
SECOND: T. Adams
Roll Call:
Aye: Adams, Jaworek, Pickenpaugh, Singhal, & Onan
Nay: -0-
Abstain: -0-
Motion Carried.
- e. **Update on HVAC Controls Insurance Claim**
An inspector from Chubb Insurance was onsite, no further information is available at this time. Based on the engineer's recommendations, we will

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be purchasing the non-proprietary HVAC controls so that they will integrate with the new HVAC unit to be installed soon.

f. Approve Rooftop Unit Replacement Bid

The architects recommend to approve the bid from FE Moran. The Board reviewed the letter of recommendation and would like to see the contingency amount go up from 10% to 15%. The board agrees on this increase.

MOTION: S. Singhal

SECOND: K. Pickenpaugh

Roll Call:

Aye: Adams, Jaworek, Pickenpaugh, Singhal, & Onan

Nay: -0-

Abstain: -0-

Motion Carried.

g. Vending Proposal Update

The Library solicited bids for a new vending services. Two were received, one from our current vendor and one from Avila Vending Services. Robin awarded the contract to Avila Vending Services based on staff feedback. The current vendor has been less than satisfactory of late. Both contracts were comparable, and the selection came down to staff feedback. Avila Vending is owned by IT Associate Romario Avila's family, but it has been determined that there is no conflict of interest at this time.

h. Parking Lot Project Update

The inspector came out and said the parking lot is sound and payment has been made. This project is now complete.

i. City of Hope Tax Exemption Notice

The Library received another notice from City of Hope that they are still pursuing property tax exemption from the City of Zion.

j. Trust Distribution Update from the Estate of Warren G. Wood, Jr.

The library was notified of a bequest made from the estate of Mr. Warren G. Wood, Jr. Paperwork has been filled and now we just wait to receive the funds.

k. Property Tax Appeals

The Library received notice of Property Tax Appeals from several properties.

l. RAILS Libraries of Impact Study

The Board reviewed the RAILS Libraries of Impact Study.

m. RAILS My Library Is...Infographic

The Board reviewed the RAILS My Library Is...Infographic.

n. ILA Legislative Meetups

The Board is invited to attend the annual ILA Legislative Meetup on December 4, 2024.

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o. Vasselli Law Tax Exemption Notification

The Library received notice that the property on 27th street is seeking a non-homestead property tax exemption.

p. MS365 Platform Overview

IT Associate Romario Avila presented an overview of the MS365 platform for the board.

q. Ordinance 24-25 Levy

The board reviewed the Levy Ordinance 24-25-O-4. The board moved to approve Ordinance 24-25-O-4 Levy Ordinance as presented.

MOTION: S. Singhal

SECOND: T. Adams

Roll Call:

Aye: Adams, Jaworek, Pickenpaugh, Singhal, & Onan

Nay: -0-

Abstain: -0-

Motion Carried.

r. Ceja Grant Update

The latest application has been submitted. Payment from the previous round should be on its way.

s. Holiday Bonus Discussion

The board approved a \$100.00 bonus for all employees. This includes \$75.00 from the board and an additional one-time addition of \$25.00 from the estate of Mr. Warren G. Wood, Jr.

MOTION: T. Adams

SECOND: S. Singhal

Roll Call:

Aye: Adams, Jaworek, Pickenpaugh, Singhal, & Onan

Nay: -0-

Abstain: -0-

Motion Carried.

IX. NEW BUSINESS

a. 2025 Scheduled Library Closings

The board reviewed all the proposed library closings and approved the following dates:

New Year's Day	Wednesday, January 1
Easter	Sunday, April 20
Additional Closing	Sunday, May 25
Memorial Day	Monday, May 26
Juneteenth Day	Thursday, June 19
Independence Day	Friday, July 4
Independence Day	Saturday, July 5 (Observed)
Additional Closing	Sunday, August 31
Labor Day	Monday, September 1

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Staff Day	Saturday, September 13
Additional Closing	Wednesday, November 26 (Close at 5 pm)
Thanksgiving Day	Thursday, November 27
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
New Year's Eve	Wednesday, December 31
New Year's Day	Thursday, January 1, 2026

b. Mayor's Luncheon Invite

The Library has been invited to the 2024 Mayor's Luncheon. All Trustees are encouraged to attend. Please let administration know if you would like to attend.

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

President Onan declared the meeting adjourned at 8:36 PM.

APPROVED: _____

DATE

SIGNED: _____

PRESIDENT

ATTESTED: _____

SECRETARY

RECORDING SECRETARY: S. Torrez

Administrative Assistant