

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

APRIL 29, 2025

- I. Call to Order
President A. Onan called the meeting to order at 6:31pm.
- II. Roll Call
Present: M. Jaworek, M. Martin, T. Montgomery, K. Pickenpaugh, S. Singhal, and A. Onan
Absent: T. Adams
- III. Pledge of Allegiance
- IV. Addenda to the Agenda
 - a. Approve remote attendance
Motion not required.
 - b. The Board discussed the following amendments to the Agenda: Move Director's report out of Consent Agenda, and move Review Chapters 10 and 11 up to after Visitor's section.
MOTION: Trustee M. Jaworek motioned to approve the agenda as amended.
SECOND: S. Singhal.
Roll Call: All in favor.
Motion Passed.
- V. Visitors
Introduction of Jill, new School librarian. Amy, the Youth Services Coordinator, and Dawn, the Teen Services Coordinator, gave an update of program, staff, services, computer migration, and software in the Youth Services department. T. Montgomery thanked them for their assistance with Kiwanis.
- VI. Director's Report
Robin explained the schedule for the replacement of part of the HVAC system, That will take place between May 15 - 19, 2025. The schedule consists of removal of the freon, the crane will take out the old system and put in the new on the roof, testing the system to make sure everything is working as it should.
- VII. Consent Agenda Approval
MOTION: S. Singhal motioned to approve the Consent Agenda.
SECOND: K. Pickenpaugh.
Roll Call: All in favor.
Motion passed.
- VIII. Community Outreach
Discussion:
Kiwanis, Pancake breakfast, and Basketball Camps successful.
ZBLA taking adult applications.
Kiwanis Awards May 13, 2025, 6pm.
American Legion Memorial Day service, May 30, 2025 10am.

Library Sponsorship of Kiwanis golf outing.

S. Singhal, Chhabria and Benny represented the Library at the ZBCHC Spelling Bee. The Library made it to the last round, losing to the BP3 Teachers.

Discussion concerning internal control of finances and the oversight of finances of library trustees and staff.

Rumble in the Harbor-Winthrop Harbor- May 10, 2025

Memorial Day parade-Winthrop Harbor-May 26, 2025.

Mayor's Luncheon May 29, 2025.

IX. UNFINISHED BUSINESS

Board committee assignments to be tabled until May 20, 2025. Discussion of possible officer candidates for election. Financial Ordinance Timeline – meeting forthcoming.

X. NEW BUSINESS

Approval of Corporate Credit Card Policy -

MOTION to accept Corporate Credit Card Policy by K. Pickenpaugh
2nd by S. Singhal

Crisis Communication Plan Approval

MOTION to accept Crisis Communication Plan S. Singhal
2nd T. Montgomery

Motion passed

Discussion of “Dealing with Law Enforcement Agencies Procedure Review”, “Review of Architect Phasing Plans”, and “Bomb Threat Procedure Review.”

XI. EXECUTIVE SESSION

MOTION to go into Executive Session at 8:08 pm by K. Pickenpaugh.
2ND by M. Martin

XII. RETURN TO REGULAR BOARD MEETING at 8:08pm.

MOTION to increase Library Director salary as discussed in Executive session 3.5%, and to begin a search for Assistant Director made by M. Jaworek.

2nd by S. Singhal

Motion passed.

MOTION TO ADJOURN Regular Board meeting at 8:46pm by S. Singhal.
2nd by K. Pickenpaugh.

APPROVED:

DATE

SIGNED:

PRESIDENT

ATTESTED: