

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

May 20, 2025

I. Call to Order

Vice President M. Jaworek called the meeting to order at 6:30 PM.

II. Roll Call

Present: T. Adams, M. Martin, S. Singhal, A. Onan (via zoom), & M. Jaworek

Absent: K. Pickenpaugh, T. Montgomery

Staff: Smith, Torrez, Nepstad, Avila

III. Pledge of Allegiance

IV. Addenda to the Agenda

a. Approve remote attendance

MOTION: Trustee T. Adams motioned to approve remote attendance as needed.

SECOND: M. Martin

Roll Call: All in favor.

Motion Passed.

b. Adopt agenda

The Board discussed the following amendments: Moving up the Chapter 12 discussion to after the board member oaths and position election. Add to consent agenda and pull out the approval of the executive session minutes and add three new items under new business.

MOTION: Trustee T. Adams motioned to approve the agenda as amended.

SECOND: A. Onan

Roll Call: All in favor.

Motion Passed.

V. Public Comments

a. None.

Insert Discussion for Review Chapter 12: Technology.

Review Chapter 12: Technology. (See above)

IT Associate Romario Avila, who has been in this position for 3 years now, went over the Chapter 12: Technology checklist. He discussed the needed upgrades, and the implementation process. Many upgrades have been completed, such as the security cameras, keycard upgrades, and credit

card readers. More are on the way. A bit of how the credit card readers work was discussed. The change of terms with OSG was discussed and some of what they have helped with was mentioned, such as the firewall, patches, remote assistance as needed and such. The need for a compliant website was mentioned, and Romario and Rachel will be working on that project very soon. Electronic recycling is also ongoing. Romario is excited for what is to come.

VI. New Board Members

a. Oath of Office for Newly Appointed Trustees

Newly Elected Trustee Sanjay R Singhal, RA was sworn in.

VII. Officer Elections

a. President

Trustee A. Onan nominated M. Jaworek for President. Jaworek accepted the nomination.

MOTION: Trustee T. Adams motioned to approve M. Jaworek as the New Board President.

SECOND: M. Martin.

Roll Call: All in favor.

Motion Passed.

b. Vice President

President M. Jaworek nominated T. Montgomery for Vice President. As he was not present to accept the nomination, this position election is tabled for the next board meeting.

c. Secretary

President M. Jaworek nominated M. Martin and K. Pickenpaugh for secretary. M. Martin accepts nomination. As K. Pickenpaugh not present to accept the nomination, this position election is tabled for the next board meeting.

d. Treasurer

President M. Jaworek nominated A. Onan as Treasurer. A. Onan accepts nomination.

MOTION: Trustee T. Adams motioned to approve A. Onan as the New Board Treasurer.

SECOND: M. Martin.

Roll Call: All in favor.

Motion Passed.

e. Committee Assignments

As several newly elected trustees were not present, this item is tabled for the next meeting.

f. Communication Standards

Trustee Singhal renewed his Communications Standards agreement.

VIII. Consent Agenda

MINUTES

a. Approve Minutes from April 29, 2025 Regular Meeting

b. Approve Minutes from April 29, 2025 Regular Meeting Executive Session.

TREASURERS AND INVESTMENT REPORTS AND BILLS

c. Treasurer's Report for April 2025

d. Cash Disbursements for April 2025

DIRECTOR'S REPORT

e. Narrative Reports for April 2025

f. Statistical Reports for April 2025

After discussion, the board moved to approve the consent agenda items a, and c through f.

MOTION: Trustee S. Singhal moved to approve Consent Agenda items a through f.

SECOND: M. Martin

Roll Call: All in favor.

Motion Passed.

Approve Minutes from April 29, 2025 Regular Meeting Executive Session

MOTION: Trustee S. Singhal moved to approve Consent Agenda items a through f.

SECOND: M. Martin

Roll Call: All in favor.

Motion Passed.

Regular Agenda

IX. Community outreach

- a. Community 365: Village of Winthrop Harbor will be holding its first TIF hearings. Everyone was invited to the upcoming Mayors Luncheon.

- b. ZBCHC: Meetings are last Friday of the month. Hosting community events like 5Kruns, sunrise yoga. They are also re-doing their officer elections.
- c. TIF: None.
- d. Other: The Library will be participating in the 2025 Winthrop Harbor Memorial Day Parade. Everyone is invited to participate.

X. Unfinished business

- a. Tentative Fiscal Year Board Calendar
The Board reviewed the tentative fiscal year board calendar.
- b. Review Chapter 12: Technology. (See above)

XI. New Business

- a. Working Budget Review
Robin will provide notes for this section. The Board reviewed the working budget and working papers.
- b. Assign two trustees to review closed session minutes
Trustees Jaworek and Singhal will pick a date and time to complete the Secretary's Audit.
- c. Approve Non-Resident Library Card Fee for FY 2025.2026
The board reviewed the non-resident fee
MOTION: Trustee S. Singhal moved to approve Consent Agenda items a through f.
SECOND: M. Martin
Roll Call:
Aye: T. Adams, M. Martin, M. Jaworek, & S. Singhal
Nay:-0-
Abstain: -0-
Motion Passed.
- d. EAV for 2024 review
The Board reviewed the EAV for 2024.
- e. Trustee Training: FOIA OMA
- f. Trustee Training: Directors Evaluation Process
- g. Promotional Items
The Board Discussed possibly acquiring more library branded promotional items such as a new canopy tent, tablecloths, among other items.

XII. Executive Session

- a. 5 ILCS 120/2(c)(1 or 2 or 3) if necessary
Motion not required.

XIII. Adjournment

a. Action taken

Motion not required.

b. Move to adjourn

President M. Jaworek declared the May 20, 2025 Regular Board meeting adjourned at 8:38 PM.

APPROVED: July 29, 2025
DATE

SIGNED Micah Jaworek
VICE PRESIDENT

ATTESTED: [Signature]
SECRETARY

RECORDING SECRETARY: S. TORREZ
ADMINISTRATIVE ASSISTANT