

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

July 29, 2025

I. Call to Order

President M. Jaworek called the meeting to order at 6:32 PM.

II. Roll Call

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

Absent:

Staff: Smith, Torrez, Nepstad, Sandoval

III. Pledge of Allegiance

IV. Addenda to the Agenda

a. Approve remote attendance

Motion not needed.

b. Adopt agenda

The Board moved to approve the July 29, 2025 agenda as presented.

MOTION: Trustee A. Onan motioned to approve the agenda as presented.

SECOND: S. Singhal

Roll Call: All in favor.

Motion Passed.

V. Public Comments

a. None.

VI. New Board Members

a. Oath of Office for Newly Appointed Trustees

Newly Elected Trustee K. Pickenpaugh was sworn in.

VII. Officer Elections

a. Vice President

President M. Jaworek nominated T. Montgomery for Vice President.

T. Montgomery accepted the nomination.

MOTION: Trustee T. Adams motioned to approve T. Montgomery as the New Board Vice President.

SECOND: S. Singhal

Roll Call: All in favor.

Motion Passed.

b. Secretary

Trustee T. Montgomery nominated S Singhal for secretary. Trustee K. Pickenpaugh seconds the nomination. S Singhal accepts nomination.

MOTION: Trustee T. Montgomery motioned to approve S. Singhal as the New Board Secretary.

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Passed.

c. Committee Assignments

Trustee committees were filled as follows:

Executive Committee: President M. Jaworek, Vice President T. Montgomery, Secretary S Singhal, Treasurer A. Onan.

Finance Committee: A. Onan, Chair, M. Martin, K. Pickenpaugh, T. Adams, M. Jaworek & R. Smith

Strategic Planning: M. Jaworek, Chair, T. Adams, K. Pickenpaugh, S Singhal, T. Montgomery

Diversity and Inclusion Committee: M. Jaworek, Chair, M. Martin, T. Adams, T. Montgomery

Policy Review Committee: M. Jaworek, Chair, K. Pickenpaugh, S Singhal, A. Onan

Facilities Committee: T. Adams, Chair, M. Jaworek, T. Montgomery, M. Martin

Decennial: All members, not needed for another 9 years.

Trustees also reviewed personal contact information and all is correct.

d. Communication Standards

Trustee K. Pickenpaugh renewed the Communications Standards agreement.

VIII. Consent Agenda

MINUTES

a. Approve Minutes from May 20, 2025 Regular Meeting

b. Review notes from the June 24, 2025 Regular Meeting, which had no quorum.

TREASURERS AND INVESTMENT REPORTS AND BILLS

c. Treasurer's Report for May 2025

- d. Cash Disbursements for May 2025
- e. Treasurer's Report for June 2025
- f. Cash Disbursements for June 2025
- g. Per Capita Award Letter for FY 25.26

DIRECTOR'S REPORT

- h. Narrative Reports for May 2025
- i. Statistical Reports for May 2025
- j. Narrative Reports for June 2025
- k. Statistical Reports for June 2025
- l. Other Communications

After discussion, the board moved to approve the consent agenda items a through l.

MOTION: Trustee T. Montgomery moved to approve Consent Agenda items a through l.

SECOND: A. Onan

Roll Call: All in favor.

Motion Passed.

Regular Agenda

IX. Community Outreach Report

- a. Community 365: They have several activities coming up.
- b. ZBCHC: They meet once a month on Fridays. Hosting yoga at the marina, a golf outing. They will have a new task force soon. They work with youth a lot and have the following committees: ZBLA, Substance Abuse Prevention, Community Wellness, and Literacy Task Force.
- c. TIF: Dominoes in Zion has been awarded funds to assist with their parking lot pavement.
- d. Other: Zion Township will be hosting an open house on 8/2, everyone is invited to attend. The Zion Park District will also be hosting a ribbon cutting for the Salem Park on 8/2, in addition to a school backpack giveaway on the same day. The Zinnia fest is coming up. Several trustees signed up to help cover the welcome booth at this event. Trustee S Singhal will be hosting a drawing class over several weeks. Registration is required. National Night Out will be on 8/5 and Beach park fest will be on 8/16. There is a back to

school event on Monday, 8/4, the library will be there. On 7/30, the Waukegan Public Library is hosting an open house and ribbon cutting for their newly renovated space. The merging of several genealogy groups was discussed.

X. Unfinished business

a. Tentative Fiscal Year Board Calendar for 2025.2026

The Board reviewed the tentative fiscal year board calendar.

b. Review Chapter 13: Marketing

Marketing Associate R. Sandoval presented on Chapter 13: Marketing. Discussed many ongoing projects and strategies. Went over what she would like to see implemented. Is drafting a proposed branding guide to better align all promotional materials library-wide. She acknowledged the need for a Marketing Plan.

c. Approve Working Budget for Fiscal Year 2025.2026

The Board reviewed the working budget in the Finance Committee Meeting. The recommendation is to approve the working budget as presented.

MOTION: Trustee T. Montgomery moved to approve the working budget for fiscal year 2025.2026 as presented.

SECOND: A. Onan

Roll Call:

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

Nay: -0-

Absent: M. Martin

Abstain: -0-

Motion Passed.

d. Approve Board Bylaws

The Board discussed the proposed changes to the Board Bylaws.

MOTION: Trustee T. Adams moved to approve the Board Bylaws as amended.

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Passed.

e. Secretary's Audit and Resolution 24.25.R.4 Resolution Concerning the Release of Closed Session Minutes up to April 30, 2025

MOTION: Trustee A. Onan moved to approve the Secretary's Audit and Resolution 24.25.R.4 Resolution Concerning the Release of Closed Session Minutes up to April 30, 2025, as presented.

SECOND: T. Adams

Roll Call: All in favor.

Motion Passed.

XI. New Business

- a. Approve 0.02% Building, Sites, and Maintenance Ordinance (Ordinance 25.26.O.1)

MOTION: Trustee K. Pickenpaugh moved to approve the 0.02% Building, Sites, and Maintenance Ordinance (Ordinance 25.26.O.1) as presented.

SECOND: T. Montgomery

Roll Call:

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

Nay:-0-

Absent: M. Martin

Abstain: -0-

Motion Passed.

- b. Review draft of the Budget & Appropriation Ordinance and Estimate of Revenues by Source and Schedule Special Meeting (Ordinance 25.26.O.2)

MOTION: Trustee T. Adams moved to approve the draft of the Budget & Appropriation Ordinance and Estimate of Revenues by Source and Schedule Special Meeting (Ordinance 25.26.O.2) as presented.

SECOND: K. Pickenpaugh

Roll Call:

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

Nay:-0-

Absent: M. Martin

Abstain: -0-

Motion Passed.

- c. Schedule Fiscal Year 2025/2026 Regular Board Meetings

MOTION: Trustee T. Adams moved to Schedule Fiscal Year 2025/2026 Regular Board Meetings and committee meetings as discussed.

SECOND: T. Montgomery

Roll Call: All in favor.

Motion Passed.

d. Organization Chart Review and Approval

MOTION: Trustee S Singhal moved to approve the Organization Chart as presented.

SECOND: A. Onan

Roll Call: All in favor

Motion Passed.

e. Open Meetings Act Training and discussion

The board discussed the OMA training required for all trustees.

f. Freedom of Information Act Training and discussion

The board discussed the FOIA training required for all trustees.

g. Patron Suspension

The board reviewed the suspension letter and agreed to the one year suspension period.

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 July 29, 2025 Regular Board meeting adjourned at 8:35 PM.

APPROVED: 8/26/2025
DATE

SIGNED Michael Jaworek
PRESIDENT

ATTESTED: [Signature]
SECRETARY

RECORDING SECRETARY: S. TORREZ
ADMINISTRATIVE ASSISTANT