

ZION-BENTON PUBLIC LIBRARY DISTRICT REGULAR MONTHLY BOARD MEETING

LOCATION: Zion-Benton Public Library | Meeting Room A & B

2400 Gabriel Ave. | Zion, IL 60099 | 847.872.4680

DATE: **TUESDAY, OCTOBER 28, 2025** | TIME: **6:30 PM**

**ZION-BENTON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

I. CALL TO ORDER

President Jaworek called the meeting to order at 6:31 PM.

II. ROLL CALL

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

Absent: Martin

Staff: Smith, Torrez

Visitors: Sam Crane, Accountant (present via Zoom call), Alfredo Rodriguez, Auditor, & Andrea Hall, community member

III. PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance at 6:32 PM.

IV. ADENDA TO THE AGENDA

- a. Approve remote attendance by trustees under (5 ILCS 120/7)
Motion not needed.
- b. Adopt Agenda.
The board discussed the agenda as presented and decided to move items b and e under unfinished business up to after public comments just before consent agenda to better prioritize our guest's time.
MOTION: A. Onan
SECOND: S. Singhal
Roll Call:
Aye: Adams, Montgomery, Pickenpaugh, Onan, Singhal, & Jaworek
Nay: -0-
Absent: Martin
Abstain: -0-
Motion Carried.

V. PUBLIC COMMENTS

Community Member Andrea Hall introduced herself; she is a current member of ZBLA and was just here to observe the board meeting.

VIII. UNFINISHED BUSINESS (Agenda Amended to move up discussion)

- a. Audit Presentation and Approval, Special Guest Alfredo Rodriguez IL NFP
- e. Accountants Remote Attendance to answer questions

The Library auditor, Alfredo Rodriguez, and Library accountant, Sam Crane, were on hand to review the audit with the Board of Trustees. Alfredo did the bulk of the presentation, with Sam available to answer questions as needed. Alfredo went over the auditing process, highly praised working directly with Sara and Robin, and indirectly with the Library's accounting firm. All parties did an excellent job of providing the requested items in a very timely manner. Three items of note were pointed out to the Board and they will hold further meetings to discuss. Overall, the audit went well and Alfredo has agreed to continue on as the Library Auditor, as this marks year three of the three year agreement. The board moved to approve the audit as presented.

MOTION: T. Montgomery

SECOND: K. Pickenpaugh

Roll Call:

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

Nay: -0-

Absent: Martin

Abstain: -0-

Motion Carried.

ZION-BENTON PUBLIC LIBRARY DISTRICT REGULAR MONTHLY BOARD MEETING

LOCATION: Zion-Benton Public Library | Meeting Room A & B

2400 Gabriel Ave. | Zion, IL 60099 | 847.872.4680

DATE: **TUESDAY, OCTOBER 28, 2025** | TIME: **6:30 PM**

VI. CONSENT AGENDA

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

MOTION: T. Adams

SECOND: S. Singhal

Roll Call:

All in favor.

Motion Carried.

MINUTES

- a. Approve Minutes from September 30, 2025 Regular Meeting/ Recommended Action: Approve, post online, file for informational purposes

TREASURER'S AND INVESTMENT REPORT AND BILLS

- b. Treasurer's Report for September 2025 / Recommended Action: Approve, file for informational purposes
- c. Cash Disbursements September 2025 / Recommended Action: Approve, file for informational purposes

DIRECTOR'S REPORT

- d. Narrative Reports for September 2025 / Recommended Action: Approve, file for informational purposes
- e. Statistical Report for September 2025 / Recommended Action: Approve, file for informational purposes

REGULAR AGENDA

VII. COMMUNITY OUTREACH REPORT & COMMUNICATIONS

- a. COMMUNITY 365: Trustee Montgomery will also be attending the Mayor's Luncheon. Something to bring up at that event could be better community events communication, possibly through a multi-community calendar. A Civic minded project meeting coming up 10/30 at 6-7.
- b. ZBCHC: Director R. Smith will send the link for the coalition meeting.
- c. TIF: Director Robin shared the Beach Park Joint Review Board packet received in the mail. All trustees are invited. CEJA meeting report: they addressed concerns regarding timelines, tax relief, and the long term effects of abatement on an annual levy. DCEO has taken the concerns and will be addressing them before the funding application is released.
- d. Other: Trustee S. Singhal promoted his art classes to be held at the library on 1/8, 1/22, 2/5, 2/15 or 19. Kiwanis cancelled their trivia event due to lack of table pre-purchase. Trustee T. Adams asked if anyone had heard of BPAC, the Beach Park Bilingual Parents Advisory Committee. She plans on attending, they asked for a bookmobile from the Library.

The ZBCHC has a literacy task force. The YWCA has convened several meetings at the Library to address kindergarten readiness and the quality of childcare. Zion6, Birth to Five, the YWCA and the Library were in attendance.

The first Sunday of each month the VFW hosts a breakfast open to the public 8-11 AM during the school year.

VIII. UNFINISHED BUSINESS

- a. Tentative Fiscal Year Board Calendar for 2025.2026
The board discussed the items on the Tentative Fiscal Year Board Calendar for 2025.2026.
- b. Audit Presentation and Approval, Special Guest Alfredo Rodriguez IL NFP
Discussion included above, after Public Comments.
- c. EAV estimate
Director R. Smith provided an explanation of page 142. Homestead exemptions are the tax break that most people apply for it. Lake County has sent notice that the City of

ZION-BENTON PUBLIC LIBRARY DISTRICT REGULAR MONTHLY BOARD MEETING

LOCATION: Zion-Benton Public Library | Meeting Room A & B

2400 Gabriel Ave. | Zion, IL 60099 | 847.872.4680

DATE: **TUESDAY, OCTOBER 28, 2025** | TIME: **6:30 PM**

Hope has again applied for property tax exempt status with paperwork from the law firm of record.

- d. Review new Illinois Public Library Standards (replacing *Serving our Public*) section 5 Finance & Budget
The Board reviewed the Finance & Budget section and reviewed the checklist. Action items will be discussed at a future Finance Committee Meeting.
- e. Accountants Remote Attendance to answer questions
Discussion included after Public Comments.
- f. Update on architect's and approved projects
The architect's were here, they came and listened and did sketches, showed floor plans for the Library's consideration. Some things to consider is the location of a new mop sink, what to do with the metal panels in the lobby.
- g. Establish agenda for November 11, 2025 Workshop Meeting
The board voted to cancel the November 11, 2025 meeting and hold the next one in January. Possible topics include financial plan for bequests, reviewing financial policies. It will be more of a finance policy committee meeting.

IX. NEW BUSINESS

- a. Levy Ordinance 25/26-O-4
The board discussed Levy Ordinance 25/26-O-4 and moved to approve as presented.
MOTION: A. Onan
SECOND: T. Adams
Roll Call:
Aye: Adams, Montgomery, Pickenpaugh, Onan, Singhal, & Jaworek
Nay: -0-
Absent: Martin
Abstain: -0-
Motion Carried.
- b. Holidays and Closings
Library Director R. Smith went over each date and explained how each day was decided. Trustee Amy Onan went over history of how the Sundays before Monday holidays came about. Then each date was slated to be open or closed, and to follow or not follow the holiday policy.
The Board moved to approve the Library Holidays and closings as follows:
Jan 1: closed follow holiday policy
April 5: closed, follow holiday policy
May 24: Open
May 25: closed, follow holiday policy
June 19: regular closing, not holiday
July 4: close, follow holiday policy
Sept. 6: Open
Sept. 7: closed, follow holiday policy
Sept 26: closed, attendance required to get paid.
Nov. 25: close at 5, and holiday pay for eligible staff.
Nov. 26: closed, follow holiday policy
Dec. 24: closed, follow holiday policy
Dec. 25: closed, follow holiday policy
Dec 26: open
Dec 27: open
Dec 31: closed, follow holiday policy
MOTION: T. Adams
SECOND: K. Pickenpaugh
Roll Call:
All in favor.
Motion Carried.

ZION-BENTON PUBLIC LIBRARY DISTRICT REGULAR MONTHLY BOARD MEETING

LOCATION: Zion-Benton Public Library | Meeting Room A & B
2400 Gabriel Ave. | Zion, IL 60099 | 847.872.4680

DATE: **TUESDAY, OCTOBER 28, 2025** | TIME: **6:30 PM**

c. Holiday Bonus for Staff

Trustee Pickenpaugh moved to approve the use of the remaining balance from the 2024 Wood's estate bequest to award a one-time bonus to staff in the amount of \$105.81, rounded down to \$105, to be accompanied by a letter stating where this bonus came from.

MOTION: K. Pickenpaugh

SECOND: A. Onan

Roll Call:

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

Nay: -0-

Absent: Martin

Abstain: -0-

Motion Carried.

d. Mayors Luncheon

There are 8 registered attendees from the Library plus Trustee Montgomery, who will be attending on his own. The list of attendees are as follows: Frey, Brinkley (formerly Nichols), Stinson, Smith, Torrez, Onan, Martin, Pickenpaugh.

X. EXECUTIVE SESSION

- a. 5 ILCS 120/2(c)(1 or 2 or 3) if necessary
Not needed.

XI. ADJOURNMENT

- a. Action taken pursuant to discussion during Executive Session
None needed.
- b. Move to adjourn.
President Jaworek adjourned the meeting at 8:58 PM.

APPROVED: Nov 25, 2025
DATE

SIGNED Michaela Jaworek
PRESIDENT

ATTESTED: Paul E. Montgomery VP
SECRETARY

RECORDING SECRETARY: S. TORREZ
ADMINISTRATIVE ASSISTANT