

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

March 31, 2026

I. Call to Order

President T. Adams called the meeting to order at 6:32 PM.

II. Roll Call

Present: M. Jaworek, M. Martin, T. Montgomery, K. Pickenpough, A. Onan,
& T. Adams

Absent: None.

Staff: Smith, Torrez

III. Pledge of Allegiance

IV. Addenda to the Agenda

a. Approve remote attendance

Motion not needed.

b. Adopt agenda

The Board discussed moving items 11a and 12a under 6b, adding the executive session in the top part of the meeting.

The Board moved to approve the March 31, 2026 agenda as amended.

MOTION: M. Jaworek motioned to approve the agenda as amended.

SECOND: A. Onan

Roll Call: All in favor.

Motion Carried.

V. Public Comments

There were three guests present: Dawn Abron, Madeline Austin, and Kevin McCoy. Madelyn Austin introduced herself and was asked a few questions by the Board. Kevin McCoy also introduced himself as a potential candidate for the vacant trustee position.

VI. Officer Elections

a. Presentation of the Gavel

President Takeisha used the gavel.

b. Notice of Resignation from the Board from the Board Secretary

The Board reviewed the resignation email received from the former board secretary and then went into executive session to discuss a

potential candidate to fill the vacant seat.

(Board in Executive Session from 6:45 PM to 7:39 PM) (Insert items 11a and 12a here.)

c. Secretary Election

Trustee K. Pickenpaugh self-nominated for the position of secretary.
MOTION: M. Jaworek motioned to approve trustee K. Pickenpaugh as the new Board Secretary.

SECOND: A. Onan

Roll Call: All in favor.

Motion Carried.

d. Committee Assignments

The Board reviewed the current committee assignments. The only change to be made at this meeting is to add Kim Pickenpaugh to the Executive Committee as Board Secretary. Committees will be re-visited at the next meeting.

e. Communication Standards

Newly appointed trustee K. McCoy was made aware of the current communication standards and presented with the official form to sign.

VII. Consent Agenda

MINUTES

- a. Approve Minutes from February 24, 2026 Regular Meeting
- b. Approve minutes from the March 10, 2026 committee of the whole meeting.

TREASURERS AND INVESTMENT REPORTS AND BILLS

- c. Treasurer's Report for February 2026
- d. Cash Disbursements for February 2026

DIRECTOR'S REPORT

- e. Narrative Reports for February 2026
- f. Statistical Reports for February 2026

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

MOTION: k. Pickenpaugh moved to approve Consent Agenda items a through f. as presented.

SECOND: A. Onan
Roll Call: All in favor.
Motion Carried.

Regular Agenda

- VIII. Community Outreach Report & Communications
- a. FRIENDS of the Zion-Benton Public Library: The FRIENDS met recently and now have an official President and Vice President. Dues were pro-rated and the group collected about \$15.00 in dues at their last meeting.
 - b. Community 365: They did not have a meeting this month. However, the Zion Queens joined BUZ at their last meeting to assist with the latest project.
 - c. ZBCHC: They met on Friday. Summer plans include the Momma's Run. Robin will be meeting with Deb Will to discuss plans for the Community Spelling Bee. They will also be hosting Movies in the Park once again.
 - d. TIF: No meetings, although David Park is now open to the public. An official ribbon cutting ceremony will be held later this summer.
 - e. Other: Trustees Onan and Adams, along with other library staff, attended the Zion Township training. They all found it helpful. The Board was invited to participate in Nostalgia Days and the Winthrop Harbor Memorial Day Parade. Trustee Montgomery also invited everyone to the Kiwanis Pancake breakfast and made everyone aware of his Legion's initiative. Robin invited everyone to the Library Volunteer celebration.
- IX. Unfinished business
- a. Tentative Fiscal Year Board Calendar for 2025.2026
The Board reviewed the tentative fiscal year board calendar.
 - b. CEJA Grant Update
The application has been filed.
 - c. Building Renovation Update
The architects were onsite today and found lost plumbing, which will be remedied during the remodel.
 - d. Statement of Economic Interest
Everyone should complete the filing by the deadline.
 - e. Set agenda items for Committee of the Whole Meeting
The board discussed potential times and agenda items for the next

committee meeting. Potential topics include: Outreach vehicle, Annual Budget Review, Vacancy on the Board, and the Director's Review. The Committee will meet on Tuesday, April 14, 2026 at 6:30 PM at the Library.

X. New Business

- a. Trustee Vacancy
Discussed in Executive Session.
- b. Trustee Vacancy
Discussed in Executive Session.
- c. FOIA, OMA, and 1st Amendment Audit
Sara has already implemented suggested changes from this training. Visible at the board meeting was a cover sheet on the public comments sign in sheet to better protect the public's personal information.
- d. Worker's Compensation Insurance Audit Update
The cost of our workers' compensation insurance did increase and will continue to increase, especially with the addition of an outreach vehicle and increased driving hours. In general, all insurance will continue to increase.

XI. Executive Session

- a. 5 ILCS 120/2(c)(3): The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is give power to remove the occupant under law or ordinance.

MOTION: A. Onan motioned to enter executive session at 6:49 PM for the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is give power to remove the occupant under law or ordinance.

SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried.

XII. Adjournment

- a. Action taken pursuant to discussion during Executive Session

MOTION: T. Montgomery motioned to approve the appointment of Kevin McCoy to the vacant seat left on the board by the departure of S. Singhal.

SECOND: M. Martin

Roll Call: All in favor.

Motion Carried.

b. Move to adjourn

MOTION: M. Martin motioned to adjourn the regular meeting.


SECOND: K. Pickenpaugh

Roll Call: All in favor.

Motion Carried

President T. Adams declared the March 31, 2026 Regular Board meeting adjourned at 8:42 PM.

APPROVED: 28 APR 2026
DATE

SIGNED 
PRESIDENT

ATTESTED: 
SECRETARY

RECORDING SECRETARY: S. TORREZ
ADMINISTRATIVE ASSISTANT