

6/26/18 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON
PUBLIC LIBRARY DISTRICT
June 26th, 2018

President Beverly Mull called the meeting to order at 6:39 p.m.

ROLL CALL:

Present: W. Driver, J. Holmes, R. Kauth, M. Martin, B. Mull, A. Onan

Absent: L. Sandoval (Arrived at 7:22)

Staff present: Mikael Jacobsen, Mollie Brumbaugh, Nicholas Hyten, Garnet Miller, Stacy Johnson, Sean Epple.

Visitors present: None

AGENDA: Presented for Approval. Amendments were made to the agenda. Under section VIII, letter C was added to include the HVAC project. Under section IX, Letter E was added to included the Meeting Room Policy. Motion to approve the agenda with amendments: Holmes, Second: Driver Roll Call: Aye: Kauth, Martin, Mull, Onan. Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS:

Sean stated that he was available to help the board members with their ZBPL email.

MINUTES: The minutes of the 5/22/2018 regular meeting were presented. After some discussion, one paragraph was requested to be edited. This resulted in the minutes being tabled for approval until the July Regular Board Meeting.

The minutes of the 6/6/2018 Budget and Finance Committee meeting were presented. A request was made that a word be changed from “periodically” to “monthly”. Motion to approve minutes as amended: Kauth. Second: Holmes. Roll Call: Aye: Driver, Martin, Mull, Onan. Nay: -0-. Abstain: -0-. Motion Carried.

TREASURER’S REPORT AND INVESTMENTS: The treasurer’s report and investment report for May 2018 were presented.

Ms. Holmes requested that in the board packet in front of the Treasurers Report there be an information sheet regarding the different funds.

There was discussion as to what happened to the BMO account as well as an updated piece of information regarding the Citibank account.

The cost regarding Management Association was questioned. It was decided to keep tallies on usage over a period of time to determine its usefulness. The topic will be brought back to the board at a later date.

It was also asked that any checks that are voided include the reasoning for being voided.

Approval of bills for May 2018 to include wire transfers, payroll, and checks numbered 24339-42407 with check 42351 being voided: Motion: Driver. Second: Martin. Roll Call: Aye: Holmes, Kauth, Mull, Onan. Nay: -0-. Abstain: -0-. Motion Carried.

LIBRARY DIRECTOR'S REPORT: Mr. Jacobsen presented his director's report. Ms. Mull asked why so many more items were coming in to the library vs. leaving the library. Mr. Jacobsen stated that getting multiple copies of books that will be known to be hot items is included in future plans. Ms. Brumbaugh and Mr. Epple also commented that one of the kinks being worked out with Polaris is the "sharing" of requests between libraries.

The reboot of Friends of the Library group is going well with member numbers increasing.

There was some discussion regarding the number of 1 year suspensions and to why they are 1 year suspensions rather than what the behavior policy states for certain behaviors. The comment was made that it could be repeat offenders, but those details were unknown. It was then asked of staff to make sure to adhere to the behavior policy as well as in future incident reports, add the detail to the description as to why the actions taken were done so. Library staff plans to have all the procedures and details in place by the start of the new school year.

Ms. Sandoval entered at 7:22 PM

UNFINISHED BUSINESS: The budget for Fiscal Year 2018-2019 was discussed in detail. Brought to the boards attention was the cost for the trip to Mexico for Spanish collection development, as well as salary adjustments. Approval of the budget for fiscal year 2018-2019: Motion: Driver. Second: Holmes. Roll Call: Aye: Kauth, Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The Salary Schedule Adjustment was discussed regarding the 2% Cost of Living Adjustment for each staff member unless their salary had just been adjusted.

An update regarding the HVAC project was given to the board. A timeline was given to Mr. Jacobsen, and a request had been made for the need to close the library for 1 full week during starting the 11th of August, 2018 for safety of staff and patrons due to the nature of the work being done in that time frame.

A motion was made to approve the 2% Cost of Living Adjustment as well as the timeline given to the library regarding the HVAC project. Motion: Holmes. Second: Martin. Roll Call: Aye: Driver, Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

NEW BUSINESS: A Resolution in Appreciation of Allen Gordon Sr. Was presented to the board regarding his recent retirement. A motion to agree to the resolution was present. Motion: Driver. Second: Martin. Roll Call: Holmes, Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The list of Regular Board Meetings of the Zion-Benton Public Library 2018-2019 were presented. Motion to Accept. Motion: Driver. Second: Martin. Roll Call: Aye: Holmes, Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

A Resolution Removing and Adding Library Staff and Board Members to Ehler's Investment Accounts was presented. After brief discussion, Ms. Driver motioned to accept and go forward with the resolution. Second: Martin. Roll Call: Aye: Holmes, Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The forming a Library Board Bylaws Subcommittee was discussed briefly among the board. R. Kauth and L. Sandoval will be on this committee.

The Meeting Room Policy was introduced again due to Ms. Martin rescinding her vote and changing it to an oppose. This resulted in a change from a 4 for -2 opposed – and 1 abstained vote, to a 3 for - 3 opposed -1 abstained, vote. For the time being, the meeting room policy will go back to a \$50 fully refundable deposit. See minutes from April 2018 for clarification.

FUTURE MEETINGS: Budget and Finance Committee Meeting on July 17, 2018. Regular Meeting of the Board of Trustees, July 24, 2018. Both will be held at 6:30pm.

EXECUTIVE SESSION: Motion: Mrs. Driver moved to enter into Executive Session, in accordance with 5 ILCS 120/2 (c)(1) and 5 ILCS 120/2 (c)(21) at 8:29pm. Second: Ms. Martin. Roll Call: Aye: Holmes, Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson