

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
January 24, 2017**

President Mull called the meeting to order at 6:32 p.m.

ROLL CALL:

Trustees: Present: Driver, Holmes, Martin, Mull, Onan, and Ridder. Absent: Sandoval

Staff: Dawn Abron, Ryleigh Busch, Carol Dolin.

Visitors: Zion Central Middle School Youth Leadership Team, Cheri Neal, and Madelynn Austin

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Ms. Holmes moved to adopt the agenda as amended to move Item XI.b to the beginning of the meeting to be delivered during Visitor Comment time. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Ridder. Nay: None. Abstain: None. **Motion Carried.**

COMMENTS BY VISITORS: Zion Central Middle School Youth Leadership Team presented their "We are Love Campaign", and asked that all candidates sign the Community of Character Candidate Pledge, which will be posted in the library to encourage others to pledge to live by those character traits as well.

APPOINT TRUSTEE

Ms. Sandoval was unable to attend the meeting due to a family emergency. Her appointment was tabled for the next meeting.

COMMITTEE APPOINTMENTS

Mrs. Onan volunteered to be on the strategic planning task force again. Other appointments were tabled until the next meeting when Ms. Sandoval can be present.

MINUTES

The minutes from the 11.29.16 regular meeting were presented.

Motion: Mrs. Martin moved to approve the regular minutes as presented. **Second:** Mrs. Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, and Onan. Nay: None. Abstain: Ridder. **Motion Carried.**

The minutes from the 11.29.16 regular meeting executive session were presented and tabled to be approved next meeting with requested revisions.

The minutes from the 1.10.2017 special meeting were presented.

Motion: Mrs. Driver moved to approve the special meeting minutes as presented. **Second:** Mrs. Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, and Onan. Nay: None. Abstain: Ridder. **Motion Carried.**

The minutes from the 1.10.2017 special meeting executive session were presented.

Motion: Mrs. Driver moved to approve the special meeting executive minutes as presented.
Second: Mrs. Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, and Onan. Nay: None. Abstain: Ridder. **Motion Carried.**

TREASURER'S AND INVESTMENT REPORTS

The treasurer's report and investment reports ending December 2016 were presented.

BILLS

The list of bills for December 2016 was presented for review.

Guardian provides staff life insurance. Nationwide Retirement provides a voluntary 457 retirement benefit into which funds deducted from the employees' paychecks are deposited. The payment to Eddie Moss was his final check with vacation payout. The unemployment insurance company reported that we have had no claims for the past year or two. Brown's Chicken and Pasta was used for the staff Christmas Party.

Motion: Mrs. Driver moved to approve payment of wire transfers and checks #41199-41259, & 41261-41272, in the amount of \$197,565.96. **Second:** Mrs. Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and Ridder Nay: None. Abstain: None. **Motion Carried.**

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin presented the statistical, narrative, and incident reports for November and December. The number of items we borrow from other libraries has grown due to initiatives to increase resource sharing by RAILS and the state, and easing of restrictive rules at CCS. Libraries share resources to reduce the need to purchase items that will not be heavily used by local residents, but we track request to item ratios and purchase additional copies of popular items to meet our resident's needs. Fewer items were added to the collection in November and December due to staffing shortages through the fall and early winter. Budgets are on track though because some advanced ordering was done in preparation for planned leaves. Nick and his staff are working to ramp up ordering, so we should see more items added in January and February.

Angel Jackson interviewed Mrs. Dolin for a graduate school project. Mrs. Jones met with 15 families at Howe School for literacy night, and Ms. Farnham met with all of the families at Westfield for their annual literacy night, which was funded in part by the Coalition for Healthy Communities SRC prize. Mr. Wold has not reported on the Kiwanis Meetings, but he seems to enjoy going. Mrs. Dolin will ask him to come and speak with the trustees if they so desire. The Barracuda email back up demo was a cloud-based alternative, which appeared to be easy to use, but was much more expensive and was rejected at this time.

The holiday music in the lobby concerts were well attended, and Ms. Torres, Mr. Gordon, Mr. Craig, and Mr. Serrano did a great job setting everything up. The murder mystery teen event had 36 attendees, which was the highest turnout since last year. 80% of attendees were high school students, which is a significant change from the usual turnout, which is usually 80% middle school students. The hard work and dedication to this audience shown by Ms. Abron and Mrs. Martinez appears to be showing results.

The library was quieter in late December when school was out, but things picked back up in January. Mrs. Dolin spoke with Chief Dumyahh about contracting with police on Wednesday afternoons and early evenings for the early release days. Mrs. Mull said the staff is doing a good job of addressing disruptive behavior. Mrs. Dolin agreed and said RAILS will present training at ZB Library on managing difficult behavior. Most front line staff will be able to attend. We also plan an in service day by LaBelle Training on customer service.

Mrs. Driver suggested featuring a different electronic resource each month in the newsletter. She was very excited to see practice tests by the DMV, and would have liked to use it while her children were learning to drive.

COMMUNICATIONS

- Secretary of State letter regarding the Local Government Travel Expense and Control Act
- Lake County's Lakeshore Chamber of Commerce newsletter
- Memo from Kane McKenna and Associates regarding the proposed Trumpet Park TIF Joint Review Board Meeting
- ALA Privacy and Confidentiality Policy

Presented at the 12/27/16 Special Meeting

- Thank you letter, picture, and flyer from the Coalition for Healthy Communities for the
- Thank you letter from the Lake County's Lakeshore Chamber of Commerce for the library's membership
- Peer Compliment for Peggy Johnson

ACCENTUATE THE POSITIVE

- Mr. Craig received a compliment for how well he sets the rooms up, especially for the Casual Crafters.
- Ms. Libasci and Ms. Torres received a compliment for their initiative and creativity in designing and making new buttons for volunteers
- Staff did a great job coming together for the Star Wars party

TRUSTEE DEVELOPMENT

Trustees discussed possible tools to use for trustee development. Resources considered included Trustee Fact Files, Short Takes for Trustees, seminars offered by Lake County, RAILS, the Illinois Library Association, and the American Library Association. Each year for the Per Capita Grant, trustees must review one of the standards in *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Trustees would like to review all of these in the coming year, starting with number 1 at the February meeting. Mrs. Dolin will forward upcoming learning opportunities to trustees, including the elected officials training that takes place shortly after the spring election.

UNFINISHED BUSINESS

The personnel policies will be tabled until the February meeting when the HR attorney can review revisions with the board. Mrs. Dolin will send the personnel policies draft in redline with balloons format in advance of the meeting.

The nuclear waste storage legislation is moving forward. Taxing bodies met in January and decided to continue with the attorney they used before the election. The next order of business is to talk to legislators in Wisconsin and across the country. Senator Tammy Duckworth has already indicated her support for the initiative.

NEW BUSINESS

Auditors Milburn and Cain will be asked to review the annual financial audit with trustees at the February meeting.

EXECUTIVE SESSION:

Motion: Ms. Holmes moved to enter Executive Session at 7:44pm under 5 ILCS 120/2(c)(1).

Second: Mrs. Martin. Mr. Ridder departed.

Roll Call: Aye: Driver, Holmes, Martin, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

TIME OUT: 9:09 pm

ADJOURNMENT

Motion: Mrs. Driver moved to adjourn the meeting. **Second:** Mrs. Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

The meeting adjourned at 9:09 p.m.

Approved: February 28, 2017

Signed: /s/ Beverly Mull
 President

Attest: /s/ Mary Martin
 Secretary

Recording Secretary: Ryleigh Busch; Carol Dolin