

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
April 26, 2016**

President St. Cyr called the meeting to order at 6:30p.m.

ROLL CALL:

Trustees: Present: Wendy Driver (arrived at 6:32 p.m.); Jacqueline Holmes; Mary Martin; Beverly Mull; Amy Onan (arrived at 6:31 p.m.); Dale Ridder (arrived at 6:35 p.m.); and Matthew St. Cyr.
Absent:

Staff: Ryleigh Busch; Tara Caldara; Carol Dolin; Elsie Martinez; Sarah Washkoviak.

Visitors: None.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented.

Motion: Mrs. Onan moved to adopt the agenda as presented. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

COMMENTS BY VISITORS: None.

MINUTES

The minutes of the March 22, 2016 regular meeting were presented.

Motion: Mrs. Driver moved to approve the minutes from the March 22, 2016 regular meeting as presented. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan. Nay: None. Abstain: St. Cyr. **Motion Carried.**

TREASURERS AND INVESTMENT REPORTS

The Treasurer's and Investment reports for March 2016 were presented. The accountants were not sure where to allocate the funds used for to purchase gift card for employee travel with petty cash. They were unable to reach us for several days due e-mail problems, so they allocated the expense to employee recognition. This will be reallocated to employee travel for the April financial reports. There was a question about the Illinois Funds transfers, and Mrs. Dolin explained that the Illinois Funds has fundamentally changed and no longer accepts deposits from the county. It is also more complicated to transfer funds out, so we will maintain lower balances there in the coming year. Blue Cross Blue Shield is a monthly payment. Mr. Ridder observed that we are still using a lot of natural gas due to the cool weather.

BILLS

The list of bills for March 2016 was presented for approval.

Motion: Mrs. Driver moved to approve payment of wire transfers and checks # 40564-40630, in the amount of \$165,405.45. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

REPORTS

After School Program: The after school program will be taking a field trip to Independence Grove for a nature hike this month.

LIBRARY DIRECTOR'S REPORT:

Mrs. Dolin presented the statistical, narrative and incident reports for February-March 2016. The mothers' room has been a nice addition for the new mothers on staff. Patrons can now use computers for longer durations without having to log in again, so we changed how we track computer usage and measure by amount of time instead of logins, which may have caused a perceived decrease in usage. We do not yet have year over year data for this tracking method to compare. Attendance for the Hive has increased, and a question was raised about maximum occupancy. Mrs. Dolin stated that maximum occupancy is set by the fire department and would be quite uncomfortable. Patrons would very likely resist entering well before we reached capacity. The staff are vigilant about keeping the room safe. A trustee inquired about reporting on community engagement. Generally, if a trustee represents the library in an official capacity, and wishes for that to be acknowledged in the monthly statistics, they may report it to Mrs. Dolin. The library reports the number of continuing education by the staff and trustees, so if a trustee attends continuing education related to their service on the board, they should report it so it can be recorded in the monthly statistics and annual report. There were many questions about the boilers, and Mrs. Dolin will bring a report from Mr. Balsamello next month. We will also start the process for new roof top air conditioning units. Zion Police Outreach Officer said they can provide security at the Summer Reading Kick off program at the Zion Park District Band Shell.

COMMUNICATIONS

The following communications were presented:

- 2016 LACONI Trustee Banquet Invitation
- 9 anonymous letters from staff encouraging a 360 evaluation of director
- Brainfuse positive patron comments
- Patron positive compliment about Romario Avila
- E-mail from Tara Caldara to Rosa Herrera about the positive impact she made at the Rolling Hills volunteer party
- Chalk Talk March 10, 2016 Report by Pat Jones
- Thank you letter from Allen and Barbara Gordon
- Employee Compliment of Rosa Herrera from Janet Stevens
- Anonymous complaint about an older gentleman who works at the library
- Letter from Lake County Clerk notifying an appeal filed with the State Property Tax Appeal Board for reduction in real property assessed valuation.

ACCENTUATE THE POSITIVE

- Picture of Robyn giving students a tour of the back area that was put in a blog
- Hip hop song
- Brainfuse brochure Tara made

TRUSTEE DEVELOPMENT

We do not currently have an active friend group of the library; even though we maintain their 501 (c) 3 and they pay their dues. It is best practice for the trustees to not be involved. Mr. St. Cyr will summarize "Evaluating Library Director" for May, and Mrs. Driver will summarize "Strategic Planning" for June.

UNFINISHED BUSINESS

Director's Evaluation Process and Forms

The trustees would like to meet with Sheri Miller of Charmm'd Foundation discuss their 360 Evaluation Process. Mrs. Dolin will contact her and schedule a Special Board Meeting.

Motion: Wendy Driver moved to use Charmm'd Foundation to lead a 360 evaluation process for the Director. **Second:** Mull. **Aye:** Driver, Holmes, martin, Mull, Onan, St. Cyr. **Nay:** Ridder.

Abstain: None. **Motion Carried.**

NEW BUSINESS

Trustees discussed how to use the library's budget for trustee education and travel. Trustees will pay for their own travel, food, and ticketed events for the ALA Annual Conference in Orlando, and the library will pay for registration and lodging.

ADJOURNMENT

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

The meeting adjourned at 8:08 p.m.

Approved:

Signed: President /s/ Matthew St. Cyr

Attest: Secretary /s/ Mary Martin

Recording Secretary: Ryleigh Bush/ Carol Dolin