

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
November 29, 2016**

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

ROLL CALL:

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

Staff: Dawn Abron, Molly Brumbaugh, Ryleigh Busch, Carol Dolin, Nick Hyten, Madelynn Austin, Daryn Libasci, Robyn Farnham, Sarah Washkoviak.

Visitors: Stephanie Smith, Mona Shannon.

PLEDGE OF ALLEGIANCE

AGENDA

The agenda was presented. A request was made to add the Staff Meeting as item IX.b.

Motion: Mrs. Onan moved to adopt the amended agenda, with the Staff Meeting added as Unfinished Business: Item b. **Second:** Mrs. Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

COMMENTS BY VISITORS:

None.

Trustees asked if the comments from Mr. Rojas from the previous month had been addressed. Mrs. Brumbaugh reported that they had.

MINUTES

The minutes from the 10.26.16 regular meeting were presented.

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

The minutes from the 10.25.16 regular meeting executive session were presented.

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

TREASURER'S AND INVESTMENT REPORTS

At 33.3% through the year, most revenue lines are ahead of budget and expenditures are on or under budget.

BILLS

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

Motion: Mrs. Mull moved to approve payment of wire transfers and checks #41068-41136, in the amount of \$158,246.89. **Second:** Mrs. Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and St. Cyr Nay: None. Abstain: None. **Motion Carried.**

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin summarized the narrative and statistical reports. Highlights from October include strong use of digital materials, the new After School Program hosted by the security monitors, new programming for youth to foster foundational skills in problem solving, critical thinking, teamwork, fine motor skills, through experiential learning, and early childhood learning programs that foster families reading and learning together to build school readiness skills. The library facility and grounds were prepared for winter with a fall cleaning and inspections of the major systems. Nick Hyten joined the staff as the new Information Services Coordinator on November 14. Carol Romanowski will retire at the end of December and staff, former staff, volunteers, and trustees celebrated her contributions to the library on November 17. Staff Morale boosters include several staff to staff commendations, the annual Holiday Party on December 22, and Quarterly Birthdays celebration on December 17. The incident report was very long this month. Factors that contributed to this fact include several incidents that had been reported in the previous month's report, staff writing up more incidents than they had in the past, and school back in session and the weather turning cooler.

COMMUNICATIONS

- Thank you note from Stephanie Smith
- Express Your Opinion from patron
- Note from GFWC Zion Woman's club
- Holiday Celebration invitation from Lakeshore Chamber of Commerce and the Zion Historical Society
- Solicitation from Twice and Nice Mother & Child
- Article on FLSA injunction from Management Association

ACCENTUATE THE POSITIVE

- Recognizing Carol Romanowski's contribution and hard work over the past year and a half to train her successor, adapt to the many changes in interlibrary loan and delivery procedures at the state and national systems levels, and absorb the increase in volume. Kudos on a job well done!
- Peer Compliment forms for Ben and Mollie from Paula
- Peer Compliment form for Peggy recognizing her for the great job she did during Sarah's leave and continues to do with scheduling and juggling many moving parts to help the department run smoothly.

TRUSTEE DEVELOPMENT

Mrs. Martin reviewed an article about PPRT.

UNFINISHED BUSINESS

Resolution 16/17-R-2 Regulating Reimbursement of Travel Expenses was presented for Board consideration with exhibits A and B to establish maximum permitted rates and a revised reimbursement request form for staff and trustee use.

Motion: Mrs. Onan moved to adopt Resolution 16/17-R-2 Regulating Reimbursement of Travel Expenses as presented. **Second:** Mrs. Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and St. Cyr Nay: None. Abstain: None. **Motion Carried.**

Staff Meetings-Tuesday, November 15, 8:00 a.m. and 4:30 p.m.

Mr. St. Cyr and Mrs. Mull attended. Mrs. Dolin presented the changes in FLSA, discussed the new payroll system, and reported on 2017 Medical Insurance rate changes and funding options. She explained the open enrollment procedures at the morning session because many of those attendees are eligible for insurance. Most of the evening attendees were not, so she asked that anybody with questions see her or Debbie Evans for specific information. She and Mrs. Brumbaugh left the meetings

and Mr. St Cyr and Mrs. Mull stayed to speak with staff and felt they had a productive and open dialog. Staff were invited to speak with the full board in executive session in this meeting.

NEW BUSINESS

Personnel Policy Manual Revision – tabled.

Group Health Insurance Renewal

Mrs. Dolin reviewed the memo to trustee regarding the 2017 rates, composite vs. age-based pricing, funding 90% of any plan vs. 100% of the lowest cost plan for employee only coverage, and feedback from employees. A large majority of staff preferred that the library pay for 90% of the plan of choice.

Motion: Mrs. Onan moved to adopt composite pricing and use library funds to pay 90% of the employee only rate for the employee's plan of choice. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

Mr. St. Cyr resigned from the Board due to a change in his job and family, which will demand much more of his time and energy. He thanked the library trustees and Mrs. Dolin for their professionalism and dedication to the library and community. Mrs. Dolin will approach those who submit petitions or have expressed interest in joining the board in the past to invite them for interviews with trustees on January 10 and/or 17 with the intention of appointing Mr. St. Cyr's replacement at the January 24 Regular Board Meeting.

EXECUTIVE SESSION:

Motion: Mrs. Driver moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 7:48 pm.

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

TIME OUT: 9:15 p.m.

ADJOURNMENT

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

The meeting adjourned at 9:16 p.m.

Approved: January 24, 2017

Signed: /s/ Beverly Mull
President

Attest: /s/ Mary Martin
Secretary

Recording Secretary: Carol Dolin