

**MINUTES OF THE REGULAR BOARD MEETING OF THE
ZION-BENTON PUBLIC LIBRARY DISTRICT
February 28, 2017**

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

ROLL CALL:

Trustees: Present: Driver, Holmes, Martin, Mull, Onan, Ridder (arrived at 6:37), and Sandoval. Absent: None.

Staff: Dawn Abron, Mollie Brumbaugh, Ryleigh Busch, Carol Dolin, Nicholas Hyten, Daryn Libasci.

Visitors: Madelynn Austin, Milburn David Cain (Auditor), Jim Griffin (Management Association).

PLEDGE OF ALLEGIANCE

AGENDA

Auditor Milburn David Cain and HR Attorney Jim Griffin were moved up on the agenda to after the swearing in of new trustee Sandoval. Add the cultural survey and Mrs. Holmes sharing about black history month program to section eight, "other board reports." In the future, the agenda will have a 5-minute time limit for comments by visitors.

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

COMMENTS BY VISITORS

Milburn David Cain:

The auditors gave the library an unmodified opinion means they received full collaboration and had unrestricted access from library staff and administration. The library experienced a decrease in net position of \$449,138, primarily due to depreciation of \$441,884. Overall budget variances were minor. The library contributed \$150,000 to future IMRF expenses (unfunded liability) from the current year. Mr. Cain said he thinks is a wise investment, which was well timed.

Jim Griffin:

Mr. Griffin answered trustee questions about changes in the Personnel Policies Employee Handbook. The Open Door Communication policy generally follows the same procedures as the previous policy, but no longer contains the term "grievance," which is typically a union term and the library is nonunion. Breeches of Conduct still are handled by the supervisor, then the director, and only come to the Board if they cannot be addressed by the director. In response to a question about the Military Service Leave Policy, the proposed change of must provide documentation will be kept as "should," so that if someone cannot provide documentation, the library does not have to require it. Mr. Griffin explained that updating personnel policies is good practice for the library to ensure that they coincide with the changing laws. A question was asked about how people report when they are sick, and Mrs. Dolin answered that currently people leave a message at the circulation desk, and someone from circulation puts it on the whiteboard. From there each department has its own way of handling it. With regard to Bereavement and/or Sick Leave, the definition of immediate family member has not changed and still includes in-laws. We are looking into using the payroll system to send out a communication to appropriate personnel when someone is going to be absent.

APPOINT TRUSTEE

Ms. Sandoval was sworn in by Mrs. Mary Martin.

COMMITTEE APPOINTMENTS

Motion: Mrs. Holmes moved to appoint Ms. Sandoval to the strategic planning task force and Mrs. Driver to the finance committee. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

MINUTES

The minutes from the 1.24.17 regular meeting were presented.

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

The minutes from the 1.24.17 regular meeting executive session were presented.

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

The minutes from the 11.29.2016 special meeting were presented.

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

TREASURER'S AND INVESTMENT REPORTS

The treasurer's report and investment reports ending January 31, 2017 were presented. Under "other assets" the withdrawal amount in property tax receivable is the taxes that were unable to be collected. Employee recognition includes longevity awards, treats for staff farewell or celebration parties, small incentives for staff contests, etc. Education for the director included an informational book and Chamm'd training sessions this past month. The accountants will be asked to format the headings on top of every page in the future, to make the report easier to read.

BILLS

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

Motion: Mrs. Onan moved to approve payment of wire transfers and checks #41273-41331, in the amount of \$242,469.39. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

OTHER BOARD REPORTS

Cultural Survey: This was a survey for employees to assess the work culture of the library. 27 people total responded, which is about a 60% response rate. The responses to the general questions were positive overall. Mrs. Dolin requested more details be discussed in executive session. A Staff Institute Day for Customer Service training is scheduled for March 10th. Mrs. Dolin will let staff know the survey results are complete and will be shared along with the changes to the Personnel Policies at an all staff meeting during the week of March 13.

Black History Month Program: Mrs. Holmes enjoyed the experience overall, but did not realize she was going to be a guest speaker. She would have liked to have been introduced so people knew who she was. She also thought it was a little too religious, and would have liked to see local performers, instead of people coming from Chicago.

LIBRARY DIRECTOR'S REPORT

Mrs. Dolin presented the statistical, narrative, and incident reports for January 2017. We are looking into cost per use for electronic resources as compared with physical items. There were lots of exciting and interesting programs this month, including the black history month celebration. CCS is switching automation systems, which will be a huge project, require extensive training, and involve all staff. We now have face out shelving in the youth department, which has gone over extremely well with the public. This was a big project which changed the atmosphere in the youth services department, creating play spaces with seating for caregivers nearby and open sightlines to assist with managing behavior challenges with older children. As a part of this project, shelving was moved into the lobby, which also helped with sightlines here. We also added several areas with seating in the lobby, which patrons appear to appreciate. We will remind people to put a date stamp on the incident report, but most incidents happen during the busy after-school hours. The Lake County Sheriff's department reached out to us as a potential partner for a \$1,000,000 grant to reduce crime in the area. We approached the Zion police to see if we could contract with them to help with the after school program on Wednesdays, but they currently do not have the resources available.

COMMUNICATIONS

- Top box Foods summaries by Ms. Torres, Mr. Serrano, and Mr. Craig
- Peer Compliment of Mrs. Johnson
- Peer Compliment of Mrs. Potocek

ACCENTUATE THE POSITIVE

- Staff gave away books at the black history event at ZBTHS
- The management team did Trust Building training with Doug LaBelle
- RAILS held a training session about dealing with difficult customer service experiences in the library's meeting rooms. There were 48 attendees from library all over, 13 of which were ZB staff. The event was completely free for us, except for providing refreshments.
- YS Face out shelving: patrons have commented on how nice it is for the youth staff to be able to see over the shelves

TRUSTEE DEVELOPMENT

Serving Our Public 3.0: Standards for Illinois Public Libraries was tabled for March, in which Mrs. Driver will pick out a few things that really hit home. She did mention that she liked that a standard was to evaluate the building every 5 years. Mrs. Dolin will highlight wherever it says "library board."

UNFINISHED BUSINESS

Approve revised Personnel Policies

Motion: Mrs. Onan moved to approve the revised Personnel Policies. **Second:** Driver. **Roll Call:** Aye: Driver, Holmes, Martin, Onan, Ridder, and Sandoval. Nay: None. Abstain: Mull. **Motion Carried.**

Approve Annual Financial Audit

Motion: Mr. Ridder moved to approve the Annual Financial Audit. **Second:** Martin. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

NEW BUSINESS

Candidate Forum

The Library and Zion Minority Caucus are partnering to hold candidate forums at the library and the Zion Park District. Mrs. Dolin will have more information in the future, and it will be posted on our website and social media pages.

Statement of Economic Interests

Mrs. Dolin thanked trustees who had forwarded the receipt of completion of the Statement of Economic interest from Lake County and reminded others to do so as well, so that we have them on file as required. If trustees did not receive the email, they should notify Mrs. Dolin so she can have them resent. The receipt can be forwarded via email.

Move Regular Board Meeting On March 28, 2017 to March 21, 2017

Motion: Mrs. Driver moved to change the regular board meeting from March 28, 2017 to March 21, 2017. **Second:** Onan. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan, Ridder, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

HVAC Update

Mrs. Brumbaugh answered questions about the HVAC proposal, explaining two possible routes. With Request for Proposal, the quality of work depends on how well the proposal is written. Since we do not have a licensed HVAC person on staff, we may see unintentional consequences down the line due to a lack of knowledge in writing the RFP if we go this route. With a government buying co-op, firms have been pre-approved as the lowest bidder, we can join for free, and they work with us to identify our need. Mrs. Brumbaugh worked through US Communities and, Trane gave us two quotes. Option 1, to do everything in one phase would cost \$550,000, which includes all permits and crane equipment. To do everything in multiple phases adds \$100,000, assuming all costs stay the same over time. If the project is approved, we will time the work according to our investment maturities so that we have the funding available. We currently do not have a time estimate for this project.

Trumpet Park TIF

The City of Zion is currently in the planning stages, but expect to move forward with the TIF district. The schools are not on board with the proposal. We received a payout in December on one of the TIF Districts. Mrs. Dolin will provide information as she receives it about future joint review meetings, because they are very informative.

Mrs. Onan and Mr. Ridder departed at 8:35pm

EXECUTIVE SESSION:

Motion: Mrs. Driver moved to enter Executive Session under 5 ILCS 120/2(c)(1) and (20). **Second:** Martin.

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

TIME OUT: 9:32 p.m.

Motion: Mrs. Driver moved to release the executive session meeting minutes from January 24, 2016, July 11, 2016, and September 27, 2016 and retain the executive session meeting minutes from February 23, 2016, July 26, 2016, October 25, 2016, November 29, 2016, December 27, 2016, January 10, 2017, and January 24, 2017. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, and Sandoval. Nay: None. Abstain: None. **Motion Carried.**

ADJOURNMENT

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

The meeting adjourned at 9:39 p.m.

Approved: April 25, 2017

Signed: /s/ Beverly Mull
 President

Attest: /s/ Mary Martin
 Secretary

Recording Secretary: Ryleigh Busch, Carol Dolin