

**MINUTES OF THE REGULAR BOARD MEETING OF THE  
ZION-BENTON PUBLIC LIBRARY DISTRICT  
May 23, 2017**

President Beverly Mull called the meeting to order at 6:36 p.m.

**ROLL CALL:**

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

**Staff:** Dawn Abron, Mollie Brumbaugh, Carol Dolin, Nicholas Hyten, and Sarah Washkoviak.

**Visitors:** Madelynn Austin.

**PLEDGE OF ALLEGIANCE**

**AGENDA**

The agenda was presented for adoption. Ms. Kauth proposed adding Zinnias for Zion. The Lake County Bar Association trustee training was also added to the agenda.

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

**COMMENTS BY VISITORS**

None.

**MINUTES**

The minutes from 4.25.17 Regular meeting were presented.

Mr. Ridder was included in some of the vote counts after he left and the correspondence from Coalicion Latinos Unidos de Lake County was addressed to Mrs. Mull. Mrs. Dolin will make these corrections

**Motion:** Ms. Kauth moved to approve the April 25, 2017 minutes as amended. **Second:** Onan. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 4.25.17 Regular meeting executive session were presented.

**Motion:** Mrs. Onan moved to approve the April 25, 2017 Regular meeting executive session minutes as presented. **Second:** Kauth. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 5.2.17 Finance Committee Meeting were presented.

**Motion:** Ms. Holmes moved to approve the May 5, 2017 Finance Committee meeting minutes as presented. **Second:** Onan. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

The minutes from the 5.9.17 Special Board Meeting were presented.

These minutes were prepared by Mrs. Driver and followed a different format. Trustees requested that the content be retained but put in the standard format.

**Motion:** Mrs. Onan moved to approve the May 9, 2017 Special Board Meeting minutes with the standard format. **Second:** Driver. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

**TREASURER'S AND INVESTMENT REPORTS**

**BILLS**

The list of bills for April 2017 was presented for review.

**Motion:** Ms. Kauth moved to approve the list of bills including wire transfers, payroll, and checks numbered 41462-41475 and 41477-41530 in the amount of \$183,656.08. **Second:** Holmes. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

## OTHER BOARD REPORTS

Finance committee chair Holmes reported that the Finance Committee met to discuss the HVAC project and preliminary budgetary planning to fund the project. See Unfinished Business for more information.

Trustees attended the Lake County Bar Association's training for newly elected officials, which covered Zoning, Tort law, FMLA, and other topics. The training was very effective and interesting. Mrs. Mull has the book and outline from the training if other trustees wish to see it. All who attended would recommend attending training offered by this group if future opportunities present themselves.

ALA Annual is June 22-27. All trustees are registered and encouraged to attend. Mrs. Dolin will send the travel policy and reimbursement rates to all trustees.

## LIBRARY DIRECTOR'S REPORT

Mrs. Dolin presented the statistical and narrative reports. Ms. Kauth requested that the statistical report include a cumulative count of unique users compared with the cumulative number from previous years. Mrs. Dolin will see if she can get these numbers for next month's meeting. Mrs. Mull requested that a section be added to the Statistical Report for Trustee meetings and CE.

## ACCENTUATE THE POSITIVE

Trustees enjoyed seeing Nick's report for Information Services. It is nice to see so many positive things happening with this group. The Author After Hours event went smoothly and everybody enjoyed themselves. YS planned many fun activities during spring break. Close Encounters of the Chemical Kind and The Exotic Animals Show drew large crowds and The American Girl lending collection launched with a nice kickoff program for adults and children. Elephant and Piggie and Geronimo Stilton visited the library for our annual Lit Ball. Sean and Sara T. visited Westfield School and spoke to about 300 students and their teachers about eResources that are available for use on their Chromebooks and iPads. Paula pitched in by bringing what they needed for the children to have library cards to access these resources.

## COMMUNICATIONS

- Expore Your World: Apples to Apples email from Sarah for Garnet
- Public Meetings email from Corey Peters
- Response email from Mrs. Dolin to Mr. Peters

## TRUSTEE DEVELOPMENT

Mrs. Onan presented Chapter 2 from Serving our Public 3.0: Governance and Administration. Trustees reviewed the login and website new United for Libraries Trustee Academy webinars. RAILS pays for access to these webinars and trustees received login information and are encouraged to view them at their leisure. Ms. Holmes will present Chapter 3 from Serving our Public 3.0: Personnel at the June Board Meeting.

## UNFINISHED BUSINESS

Mrs. Mull distributed letters to selected staff requesting to meet with them one on one to discuss Mrs. Dolin's performance. A Special Board Meeting to review interviews with the staff and Mrs. Dolin's performance is scheduled on June 6 at 6:30pm.

**Motion:** Mrs. Onan moved to adopt the revised evaluation form as presented in the minutes from the May 9 Special Board Meeting. **Second:** Holmes. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

## HVAC Project Contract Update

The Finance Committee met to discuss the funding options for the project. Mrs. Dolin investigated the possibility of using the remaining moneys in the Construction Fund and Working Cash Fund. Proceeds from both funds can be used for the project. The Working Cash fund must be dissolved by Ordinance in the same way that it was established. Drafts of the required documents will be presented before the June Regular Board Meeting. Train incorporated all of the changes requested by Mrs. Brumbaugh and incorporated the rider from the library's attorney. The attorney requested that the library request a quote from Martin Peterson for comparison and verification of required coverage from our insurance company. We are waiting for those items.

## NEW BUSINESS

### MyMediaMall IGA.

Mrs. Dolin included a draft of the proposed IGA in the board packet. Revisions were made after the most recent steering group meeting and a final draft will be ready for the June Board Meeting. Tabled until June.

### Resolution 16/17-R-3 Non-resident Card

Mrs. Dolin presented updated information and the required resolution for board consideration.

**Motion:** Mrs. Onan moved to adopt Resolution 16/17-R-3 Non-resident Card as presented. **Second:** Kauth. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

### Ordinance 16/17-O-5

### Ethics Ordinance and ALA Code of Ethics

Mrs. Dolin presented a model ethics ordinance and accompanying guide for implementation from the Illinois Attorney General's office. The Board requested that Mrs. Dolin bring a finished draft for adoption to the June Regular Board Meeting. The Board will also formally adopt the ALA Code of Ethics at that meeting.

### Zinnias for Zion

Mrs. Kauth shared information about the campaign to adopt the Zinnia as the official flower of Zion. She distributed seeds, which the library will plant.

Mrs. Dolin shared information about the library's participation in the Memorial Day parade. Trustees were invited to participate with the staff. Mr. Busch will drive the truck and the library will have a nice complement of staff and their families to represent the library.

## EXECUTIVE SESSION:

**Motion:** Mrs. Onan moved to enter Executive Session under 5 ILCS 120/2(c)(1) at 8:49pm. **Second:** Kauth. **Roll Call:** Aye: Holmes, Kauth, Mull, and Onan. Nay: None. Abstain: None. **Motion Carried.**

## TIME OUT: 9:13 p.m.

Mrs. Mull will distribute letters to the management team and selected other staff members inviting them to meet with trustees regarding Mrs. Dolin's performance in Fiscal Management, Innovation and Improvement, Board Relations and Policy Development, Personnel Management and Leadership, Teamwork, and Community Involvement. Two trustees will be present for each interview and the information gleaned will be used along with her self-evaluation in Mrs. Dolin's performance appraisal.

## ADJOURNMENT

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

The meeting adjourned at 9:15 p.m.

Approved: June 27, 2017

Signed: /s/ Wendy Driver  
President pro tem

Attest: /s/ Mary E. Martin  
Secretary

Recording Secretary: Carol Dolin