

**MINUTES OF THE REGULAR BOARD MEETING OF THE  
ZION-BENTON PUBLIC LIBRARY DISTRICT  
May 24, 2016**

President St. Cyr called the meeting to order at 6:35p.m.

**ROLL CALL:**

**Trustees:** Present: Driver, Holmes, Martin, Mull, Onan [arrived at 6:40], and St. Cyr. Absent: Ridder.

**Staff:** Ryleigh Busch, Carol Dolin, Elsie Martinez.

**Visitors:** None.

**PLEDGE OF ALLEGIANCE**

**AGENDA**

The agenda was presented.

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

**COMMENTS BY VISITORS:** None.

**MINUTES**

The minutes from the 4.26.16 regular meeting were presented.

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

The minutes from the 5.10.16 special board meeting were presented.

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

The minutes from the 5.10.16 executive session were presented.

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

**TREASURER'S AND INVESTMENT REPORTS**

The Treasurer's and Investment reports ending April 30, 2016 were presented. A few errors were pointed out: pages 2-6 said "February" at the top instead of April, page 5 said "-04" instead of "-16". Mrs. Dolin explained that the accountants did not open the headers and footers, but the error was pointed out and it will be correct in the future. A question came up about the zero expenditures on page 5 in the adult services section. Those expenditure lines relate to the per capita grant, which we have been told we can expect but have not received. We will wait to receive the funds before expending them.

**BILLS**

The list of bills for April 2016 was presented for review. Alarm Detection Systems is a quarterly bill (not monthly), Metro Chemrite is a professional supply company from which we order supplies such as paper towels. Amber Burkey and Maryland Historical Society had no amount listed because they were voided checks.

**Motion:** Mrs. Driver moved to approve payment of wire transfers and checks #40631-40692 and 40725, in the amount of \$144,821.37. **Second:** Mull. **Roll Call:** Aye: Driver, Holmes, Martin, Mull, Onan and St. Cyr. Nay: None. Abstain: None. **Motion Carried.**

## REPORTS

After School Program: Mrs. Mull plans to create an end of the year incentive, because some students made the honor roll. She is also challenging the students to read over the summer. Mrs. Dolin mentioned there will be snacks and open gym tickets for summer reading, which could be an additional incentive. Mrs. Mull spoke with people at the police department who are excited about the event at the band shell.

## LIBRARY DIRECTOR'S REPORT

Mrs. Dolin presented the statistical, narrative, and incident reports for April. DVD use continues to increase. Book use is up month over month, but still down for the year. Mrs. Driver mentioned that the decrease in library visits might be due in part to people accessing materials remotely. A trustee questioned if we know where people are when download or stream library materials. We do not track that at present, but there might be a way through IP addresses. The scheduled technology programs have are poorly attended, so eServices will focus on Book a Pro and Saturday classes in the future. Nine meeting rooms were used in the month of April. The most prominent issues on the incident report were thefts of a USB drive and DVDs.

## ACCENTUATE THE POSITIVE

The Brainfuse live tutoring continues to thrive. Although it is costly, it remains a high priority since it meets a demonstrated need in the community. The new *Active Play Dates* toddler literacy programs are drawing nice crowds. People seem to enjoy the less structured format that fosters engagement and social time for babies and caregivers. We are promoting materials from the partnership with United Way with these activities. The new play kitchen in Youth Services is a big hit with the little ones and their families. The *Authors After Hours* programs were very successful with 40 participants for the adults and 60 for the teens.

## TRUSTEE DEVELOPMENT

None this month. We will resume in June with Mr. St. Cyr reporting on *Short Takes for Trustees: Part 8: Evaluating the Library Director*.

## UNFINISHED BUSINESS

The Director's Evaluation Process and Forms (addressed in executive session).

## NEW BUSINESS

IMRF Fund Balance and Employer Rates

Mrs. Dolin stated that the rate went from 0.1202 to 0.0903 for 2017 due to paying down the unfunded liability. Although we lowered the levy requests in this line, we anticipate an excess of \$15,000 in the IMRF budget. We may want to use the excess to pay down more of the unfunded liability to hold the rate down as more people retire.

Review of Bylaws and Authority of Library Trustees Policy

There was one error mentioned, which said "Amended 1/25/1". Mrs. Dolin will investigate and make the correction. Mr. St. Cyr said this document is amendable at any time, but amendment must be proposed one month prior to enactment to allow for public comment.

Set Meeting Date for Finance Committee

The finance committee consists of Mrs. Driver, Mrs. Martin, and Mr. Ridder. Others are welcome to attend as well. The meeting will be held Tuesday, May 31<sup>st</sup>, 2016 at 6:30 p.m.

**OTHER**

Mrs. Holmes stated that the Zion and/or Benton Townships might be closing, and asked how this will affect the library. Funding for the library is completely separate. The only impact we may see would be a need to refer people to other agencies for services the townships provide.

Jim reports that the HVAC appears to be in the same condition as last year, with no more or less urgency for replacing the rooftop units. The information about the boilers was not clear and we are waiting to hear more. If we must replace them, we will have to go out to bid.

**EXECUTIVE SESSION:**

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

**Roll Call:** Aye:. Nay:. Abstain:. **Motion Carried.**

**TIME OUT:** pm

**Motion:** . **Second:**. **Roll Call:** Aye:. Nay:. Abstain:. **Motion Carried.**

**ADJOURNMENT**

**Motion:** . **Second:**. **Roll Call:** Aye:. Nay:. Abstain:. **Motion Carried.**

The meeting adjourned at p.m.

Approved:

Signed: /s/ Matthew St. Cyr  
President

Attest: /s/ Amy Onan  
Secretary Pro Tem

Recording Secretary: Ryleigh Busch, Carol Dolin.