

**MINUTES OF THE REGULAR BOARD MEETING of the Zion-Benton Public Library District**  
**7/25/17**

President Mull called the Regular Board Meeting to order at 6:34 p.m.

**ROLL CALL**

**Trustees Present:** Driver, Kauth, Martin, Mull, Onan. Trustee Holmes arrived a few minutes late. Trustee Sandoval was absent.

**Staff:** Dawn Abron, Mollie Brumbaugh, Nick Hyten, Mariel Patino, Paula Pavelski, Robyn Farnham

**Visitors:** None

**PLEDGE OF ALLEGIANCE**

**COMMENTS BY VISITORS**

Paula Pavelski – asked when the Interim Director would be chosen. She commented that staff is starting to get caught up in rumors. She doesn't feel that people from the past are what's best for the library currently. She asked the Board to think about what the Interim Director is to accomplish and that bringing in someone who had be involved in the dramas in the past might not be the best choice. She encouraged the Board to seek out a neutral third party like a Temporary filling in until the new Director can be hired. Paula felt that perhaps the pool of candidates for the Directors position previously was too shallow and that that 'pool' should be drained away. She encouraged the board to think about what is good for the Library and that employees had worked really hard to move forward She requested the Board not bring in a candidate that would drag everything back to the past. Paula reiterated that the Interim Director should be a Neutral Person.

Mariel Patino – Affirmed what Paula had said, and that she doesn't want to go back to someone from the past. She wants a neutral party, and doesn't want to go 'backward' with a former employee coming in as Interim.

**AGENDA**

The agenda was presented.

Amendments proposed:

- Change the date at the top from 7/26/17 to 7/25/17
- To table review and approval of the Minutes from the Special and Executive Meetings from 6/29/17 and 7/17/17 until the next meeting
- To amend the text to read the Incident reports from June/ July
- To add to Unfinished Business as "c." HVAC system
- To add to Unfinished Business "d." Job Description as Interim Director
- To add to New Business "c." Diversity & Inclusion Committee

**Motion:** Ms. Driver moved to approve the amended agenda. **Second:** Kauth. **Roll Call:** Aye: Driver, Holmes, Kauth, Martin, Mull, Onan. Nay: None. **Motion Carried**

**MINUTES**

The minutes from the 6.27.17 Regular Meeting were presented.  
The following corrections were proposed:

- a. Under Comments by Visitors: It was requested to Add to a paragraph that the Board was establishing a Diversity and Inclusion Committee.
- b. Under Other Board Reports: It was requested that we remove the last sentence of the paragraph – “More formal reports will be forthcoming next month.”
- c. Under New Business – Secretary, Nomination: It should read that Mrs. Onan nominated Mrs. Martin Secretary.
- d. Under Ordinance 16/17-R-4 Abolishing the Working Cash Fund: The following should be added to the end of the paragraph: “Those funds will be put in Special Reserve”. Also the Motion should read: Mrs. Onan move to adopt the Resolution 16/17-R-4 Abolishing the Working Cash Fund. Finally, under “Second” – need to correct the spelling of Mrs. Martin's name.
- e. Under proposed FY 2017-18 Salary Schedule: the Motion should read that Ms. Holmes moved to adopt the Salary Schedule.

**Motion:** Ms. Kauth motioned to approve the minutes from June 27, 2017 as amended. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Kauth, Martin, Mull, Onan. Nay: None **Motion Carried**

The minutes from the 6.29.17 Special Meeting were presented and voting tabled until next meeting

The minutes from the 6.29.17 Special Meeting Executive Session were presented and voting tabled until next meeting.

The minutes from the 07.07.17 Special meeting were presented and the following amendments proposed.

- a. Corrections to the spelling of the names of staff name: Mariel Patino.
- b. Correct the spelling of and move Paula Pavelski from visitor to staff.
- c. Correct the spelling of visitor name: Philip Jaeger and Joanne Layne.
- d. Correct the spelling of Joanne Layne's name by her comments.
- e. Correct the spelling of Mariel Patino's name by her comments.

**Motion:** Ms. Driver motioned to approve the minutes from the July 7, 2017 Special Meeting as amended. **Second:** Holmes. **Roll Call:** Aye: Driver, Holmes, Kauth, Mull, Onan. Nay: None. Abstain: Martin. **Motion Carried**

The minutes from the 7.17.17 Special Meeting were presented and tabled until next meeting.

The minutes from the 7.17.17 Special Meeting Executive Session meeting were presented and tabled until next meeting.

## **TREASURERS AND INVESTMENT REPORTS**

The Treasurer's Report and Investment Report ending June 30, 2017 were presented.

Ms. Holmes commented that the report was not presented in the usual way. Ms. Brumbaugh responded that it was probably her fault, due to this being her first Board Packet. Additionally, some personnel at the Accounting firm were taking some vacation, which also added to the delay.

## **BILLS**

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

To approve bills including wire transfers, payroll, and checks numbered 41596-41636, 41638-41677 and 41681-41684 in the amount of \$63,604.75.

**Motion: Ms. Holmes motioned to approve the bills from June 2017. Second: Ms. Driver. Roll Call:**  
**Ayes:** Driver, Holmes, Kauth, Martin, Mull, Onan. **Nays:** None. **Motion Carried**

## REPORTS

### LIBRARY DIRECTOR'S REPORT

Assistant Director Mollie Brumbaugh presented the statistical, narrative and incident reports for June 2017.

Board member Beverly Mull asked that the narrative report be amended to include the Trustees attended ALA and also the Bridge Builders Events on 6/10.

### ACCENTUATE THE POSITIVE:

#### TRUSTEE DEVELOPMENT

Review Chapter 4 – Facilities (Martin): Mrs. Martin summarized the chapter for the rest of the Board. There was a brief comment regarding having revive the Strategic Planning Committee and looking at the possibility of Unisex bathrooms.

Assign Chapter 5 – Technology: Is unassigned as has been deferred for the near future due to other matters the Board feels the have to handle.

#### UNFINISHED BUSINESS

##### a. New Bank Signature Card

A new bank signature card needs to be done to remove the former Director and also include a second employee, Security & Maintenance Head Bonn Busch, to be able to get petty cash for the library.

**Motion: Ms. Driver motioned to approve a new bank signature card. Second: Mrs. Martin Roll Call:**  
**Ayes:** Driver, Holmes, Kauth, Martin, Mull, Onan. **Nays:** None. **Motion Carried**

Mrs. Holmes left after this vote

##### b. Auditor Engagement Letter

Ms. Brumbaugh conveyed that she had received a phone call from the Library's long term auditor Milburn Cain & Co. that the annual engagement letter had not been signed. She remembered that there had been some discussion at a previous Board meeting regarding benchmarking the library's audit fees against others to see if the costs were similar, but that had not happened prior to the Director's departure. Mrs. Driver pointed out that the fees were largely the same as the prior year. There was also acknowledgement that a letter was received stating that Milburn Cain & Co was merging with Eder, Casella & Co. The decision was made to vote on retaining the auditing firm, rather than impose further disruption to the Library at this time.

**Motion: Ms. Kauth motioned to approve the bills from June 2017. Second: Ms. Driver. Roll Call:**  
**Ayes:** Driver, Kauth, Martin, Mull, Onan. **Nays:** None. **Motion Carried**

### c. HVAC

There is general discussion by the Board regarding the HVAC project based on what was learned during the 7/17/17 Meeting with the representative from Martin Peterson Company and the library's lawyer Roger Ritzman. The Board indicated that Mr. Ritzman feels he can defend the choice not to go to bid for the project. The discussion led to a decision to not move forward with the Trane proposal and to discuss directly with Martin Peterson what needs to be done now and to ask them for a schedule and costs.

**Motion: Ms. Driver motions to formally withdraw from the Trane proposal. Second: Ms. Onan. Roll Call: Aye: Driver, Kauth, Martin, Mull, Onan. Nays: None. Motion Carried**

**Motion: Ms. Driver motions to ask Martin Peterson Company 'what needs to be done'. Second: Ms. Kauth. Roll Call: Aye: Driver, Kauth, Martin, Mull, Onan. Nays: None. Motion Carried**

### d. Interim Director Job Description

There is general discussion among the Board Members regarding issues around the hiring of an Interim Director. There is acknowledgement that this item should not have been put on the general Agenda, but should have waited until Executive Session, rather than be in open discussion. Ms. Brumbaugh points out that as there is very specific information on negotiation points being discussed, that the Board may want to consider postponing the approval of these minutes until after the Interim Director has been hired.

The decision had been made previously, that the Interim Director is to be a contract employee and therefore the position will not have benefits, not be eligible for vacation or paid time off of any kind. Ms. Onan expresses that she's not sure she's comfortable with the position being straight hourly. Ms. Mull wants to be sure it's clear to the candidate that the candidate is responsible for paying their own taxes, and that none will be withheld.

There is also discussion around the length of the time period the Interim Director will be hired to fill. Board members references a Contractor Agreements that lawyer Roger Ritzman provided to them. The Board discussed the idea of being able to 'extend or cut short' the time period, rather than being locked into a specific period of time. This would provide flexibility when they find a permanent Director. Ms. Brumbaugh points out that these are all negotiating points, and that the candidate may want to lock in a minimum amount of time.

There is general discussion regarding how many hours the Interim Director should work. Ms. Driver suggested 30 hours. There was discussion and Ms. Mull asked staff present for their suggestions are on the topic. Ms. Brumbaugh, suggested 30 hours minimum since she is currently performing most of the administrative work. Mr. Hyten also suggested 30 hours minimum. Ms. Abron suggested not less than 30, but perhaps as many as 32 hours per week. After discussion, the consensus is 'not to exceed 35 hours per week', although there was an acknowledgement that there may need to be some flexibility in scheduling.

The Board discussed specific hourly rates ranging from \$60-\$75 an hour. They discussed \$64.29 an hour, but decided to start at \$60. They discussed a six-month term, August 2017 – February 2018. As noted above, they desire flexibility to extend or cut the time period, if necessary.

The Board referenced an Independent Contractor Agreement for the Interim Library Director for St. Charles Public Library. General discussion was that this was a good document. However, they deleted a clause about hotel lodging, because it is not needed.

During the discussion concerning benefits and taxes, reference is made to the St. Charles document:

*C. Compensation: XXXXX shall be at the rate of XXXX per hours. As XXXXX is an independent contractor and not an employee, XXXXX is not entitled to any benefits afforded to Library employees. XXXXX shall invoice the Library for services rendered with the frequency of invoice monthly or every two weeks at XXXXX option.*

There was discussion around who was going to receive the invoices, and lawyer Roger Ritzman offered that service to the Board.

There was discussion around the contract clause disallowing the Interim Director to seek permanent employment as Director.

**Motion: Ms. Driver motions for a vote that the clause be included in our contract. Second: Ms. Onan. Roll Call: Aye: Driver, Onan. Nays: Kauth, Martin, Mull. **Motion Fails****

After further discussion a second vote it called.

**Motion: Ms. Kauth motions for a vote that the Interim Director have the option to seek employment as the New Director. Second: Ms. Mull. Roll Call: Aye: Kauth, Martin, Mull. Nays: Driver, Onan. **Motion Carries****

There was a discussion about the Interim Director helping to conduct the search. However, it was acknowledged that if the Interim Director chooses to be a candidate that they will not be allowed/eligible to conduct the search.

## **NEW BUSINESS**

### a. Tentative Budget & Appropriation Ordinance 17/18-O-1

Ms. Brumbaugh acknowledged that there was a mistake in the version of the document that was sent out as it had last year's numbers. She shared a spreadsheet via her computer to show the correct numbers, and explain that they were derived by inputting the new budget numbers approved in June and then retaining the % difference between the budget numbers and appropriation numbers that had existed in the Tentative Budget & Appropriation from 2016-17. She sought the advice of previous Director Nann Hilyard while she was working on the project.

The vote was tabled until the corrected document could be distributed.

### b. New Code of Conduct

A new Code of Conduct was presented, to replace the old Behavior Policy. Ms. Brumbaugh drafted the document, and it was reviewed by all the Senior Management staff prior to presentation.

Ms. Kauth objected to the document on grammatical grounds, wanting it to read more regularly with "ing" words. Ms. Kauth acknowledged the content was sound, but that it should be revised by someone with an eye toward grammar. The vote was tabled until the document could be revised and re-presented.

### c. Diversity & Inclusion Committee

As Ms. Holmes had to leave, discussion around the Diversity & Inclusion Committee was tabled for a future meeting.

### **EXECUTIVE SESSION**

The Board decided to go into Executive Session at 9:21 pm.

**Motion: Ms. Mull. Second: Ms. Onan. Roll Call:** Aye: Driver, Kauth, Martin, Mull, Onan. Nays: None. **Motion Carries**

### **ADJOURNMENT**

#### **Motion:**

The meeting adjourned at p.m.

Approved: \_\_\_\_\_

Signed: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

Recording Secretary: Mollie Brumbaugh