

1/23/18 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC LIBRARY
DISTRICT
January 23rd, 2018

President Beverly Mull called the meeting to order at 6:30 p.m.

ROLL CALL:

Present: J. Holmes, R. Kauth, M. Martin, B. Mull, A. Onan, L. Sandoval

Absent: Wendy Driver

Staff present: Linda Stoppenbach, Dawn Abron, Nicholas Hyten, Garnet Miller, Stacy Johnson, and Sean Epple.

Visitors present: Lawrence Kreuzscher, CPA--Auditor

AGENDA: Presented for Approval. Motion: Holmes, Second: R. Kauth Roll Call: Aye: Holmes, Martin, Mull. Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS:

The auditor presented his report of the 2016/2017 fiscal year. Gave a clean report, that everything was fairly stated, and that he had no difference of opinion.

MINUTES: The minutes of the 11/28/2017 regular meeting were presented. The following amendments were requested: The Latino Coalition does meet the 2nd Thursday of the month. Also the removal of a sentence. Motion: Onan. Second: Martin. Roll Call: Aye: Holmes, Kauth, Martin, Mull, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The minutes of the 11/29/17 Special Meeting were presented. Motion: Onan. Second: Kauth. Roll Call: Aye: Holmes, Mull, Sandoval. Nay: -0-. Abstain: Martin. Motion Carried.

The minutes of the 12/6/17 Diversity and Inclusion Committee were presented. Motion: Onan. Second: Holmes. Roll Call: Aye: Kauth, Mull, Sandoval. Nay: -0-. Abstain: Martin. Motion Carried.

The minutes of the 12/11/17 Finance Committee were presented. Motion: Kauth. Second: Holmes. Roll Call: Aye: Onan, Mull, Sandoval, Martin. Nay: -0-. Motion Carried.

The minutes of the 12/19/17 Special Meeting were presented. A spelling correction was requested. Motion: Holmes. Second: Onan. Roll Call: Aye: Mull, Sandoval, Martin. Nay: -0-. Abstain: Kauth. Motion carried.

TREASURER'S REPORT AND INVESTMENTS: The treasurer's report and investment report for November and December 2017 were presented.

In the November report, there were issues with the credit card ending balance in October and starting balance in November. Mr. Hyten exited the meeting to have Ms. Washington bring in the affected bills to see where the difference occurred. Upon seeing the bills, it was decided that a different library account was off by the same amount in the opposite direction, and therefore it was decided to be a bad journal entry.

Ms. Stoppenbach mentioned the library's record keeping methods regarding bills and potential cloud based options.

Upon review of the budget, it was suggested that the amounts for accounts that are not predictable or consistent, such as copies, fines/fees, be closer to an average of previous years. It was also stated that the budget should be more organized and consistent regarding which funds are used for which costs.

Approval of bills for November and December of 2017: Motion: Kauth. Second: Holmes. Roll Call: Aye: Onan, Mull, Sandoval, Martin. Nay: -0-. Abstain: None. Motion Carried.

LIBRARY DIRECTOR'S REPORT: Ms. Mull stated that she was interested in going to the Legislative Breakfast. Ms. Stoppenbach edited the report to say that there would be three Black History Month Programs for both IS and YS department. Also shared was that 1/18/18 would be Debbie P.'s last day in Tech. Services, and that she offered to help out during the transition or if the library were to get backed up in Tech. Services.

COMMUNICATIONS:

TRUSTEE DEVELOPMENT: The potential to be a place that is able to administer Narcan to patrons that have a need. The signs of needing Narcan were discussed.

UNFINISHED BUSINESS: Updates were given on the progress of the HVAC system. The location of the door to the HVAC system was discussed as well as the potential to move the door. A 3rd rooftop unit was discussed as being a part of the next phase of the repair/replacement. There were two estimates provided to the board. A lump sum estimate which the library would pay a flat fee and anything over that amount would be eaten by the company, or a GMP where the company would report back to the library about costs as the repair is being completed and could come under the estimated cost. Approval to agree to Lump Sum contract: Motion: Holmes. Second: Martin. Roll Call: Onan, Mull, Sandoval, Kauth. Nay: -0-. Motion Carried.

NEW BUSINESS: The Audit was presented to the board for acceptance. Motion: Kauth. Second: Holmes. Roll Call: Aye: Onan, Mull, Sandoval, Martin. Nay: -0-. Motion Carried.

The new Sexual Harassment Policy was presented to the board. It was stated that a "penalty for false report" statement needed to be added. Ms. Kauth wanted to edit the language of the policy to fit the library work place. Approval to accept the new Sexual Harassment Policy: Motion: Onan. Second: Sandoval. Roll Call: Aye: Mull, Martin, Kauth, Holmes. Nay: -0-. Motion Carried.

Ms. Mull brought up the Meeting Rooms and how they have been being used so often and booked so far in advance. The suggestions were to potentially go back to charging non-library, for profit users. It was also discussed to have a refundable deposit fee for all groups that use the meeting rooms due to how the rooms have been left on occasion and making much work in terms of clean up for library staff. Ms. Stoppenbach is going to speak with maintenance and report back to the board on this topic.

Zion-Benton Leadership Academy is going to collaborate with the library regarding after school program. The behaviors of current patrons of school age were also discussed as well as options to address these behaviors, including options with ZBLA, "My Father's Business", and potentially a partnership with the Park District.

FUTURE MEETINGS: Regular Meeting of the Board of Trustees, February 27th, 2018 at 6:30pm.

EXECUTIVE SESSION: Motion: Mrs. Mull moved to enter into Executive Session, in accordance with 5 ILCS 120/2 (c)(1) and 5 ILCS 120/2 (c)(21) at 8:43pm. Second: Ms. Onan. Roll Call: Aye: Holmes, Kauth, Martin. Nay: -0-. Abstain: -0-. Motion carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson