

**2/27/2018 Minutes**  
**MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC**  
**LIBRARY DISTRICT**  
**February 27, 2018**

President Beverly Mull called the meeting to order at 6:31 p.m.

**ROLL CALL:**

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

Absent: None

Staff present: Dawn Abron, Nicholas Hyten, Linda Stoppenbach, Garnet Miller, Mollie Brumbaugh, Stacy Johnson.

Visitors present: None

**AGENDA:** Presented. Motion: W. Driver, Second: M. Martin Roll Call: Aye: Onan, Holmes, Kauth, Mull, Sandoval. Nay: -0-. Abstain -0-. Motion Carried.

**COMMENTS BY VISITORS:** None

**MINUTES:** The minutes of the January 23, 2018 regular meeting were presented. Changes were requested to the date as well as a statement being made. Motion: Ms. Onan moved to amend the minutes from the 1/23/2018 regular meeting. Second: Ms. Mull. Roll Call: Aye: Driver, Holmes, Kauth, Martin, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

**TREASURER'S REPORT AND INVESTMENTS:** The treasurer's report and investment report for February 2018 were presented.

Ms. Mull asked why ASP had two lines. It was stated that 1 is for supplies while one is for programming funds.

Ms. Holmes asked for more budget for trustee training ... Ms. Brumbaugh said they'd look to putting it into next year's budget.

Ms. Kauth asked about property taxes and why it showed up in multiple categories. It was shared that property taxes are portioned and certain portions can only go into certain categories. This means that "property taxes" will be listed in multiple categories.

There was a question as to what happened to check #42,100. Ms. Brumbaugh is going to look into where that money is and get back to the board. Ms. Kauth asked that if we know why bills are off that the reasoning be labeled.

Ms. Kauth mentioned that DVDs and books are still being checked out the most, and so we need to recognize that and remember that in the budgeting for physical vs. electronic resources.

The list of bills for February was presented for approval. Ms. Holmes moved to approve payment of wire transfers and checks #42015-42075, in the amount of \$82,373.50. Second: Ms. Kauth. Roll Call: Aye: Driver, Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

## **REPORTS:**

Ms. Sandoval went to the Junior Leadership Academy Meeting. She stated that the youth had great ideas.

**LIBRARY DIRECTOR'S REPORT:** The Literacy Task Force in conjunction with the library is going to set up Little Free Libraries around Zion and will maintain them as time. Eventually the hope is to have the LFL locations listed on the LFL website. Polaris training is going as planned. All staff members have been to at least 1 training. Sara and Sean have been having "play dates" where staff can come and try different actions out using Polaris to see how to compares and contrasts to Workflows.

**COMMUNICATIONS:** IMRF sent retirement statements. The auditor thought the library was doing well. The investment goes up and down as the market does, but also goes down with retirements. Ms. Stoppenbach believes this is very healthy for the library investments. Ms. Kauth asked if these amounts determine how much the library pays. Ms. Stoppenbach said that it does, and that if the library gets low, the library is charged more. If the library has too much stored, they distribute that to retirees and funds.

A request was made to see companies the uses for vendors. This information was supplied to the person that made the request.

"Serving Our Public 3.0" document was presented to the board. Ms. Stoppenbach stated that most of it the library already does in its day to day operations. This however did bring up the question as to how often "check lists" for such things are reviewed – whether annually, biennially, or however often it is done.

**TRUSTEE DEVELOPMENT:** Ms. Holmes and Ms. Sandoval attended Advocacy Boot Camp. Three major takeaways were that libraries transform lives, communities, and are a smart investment.

**UNFINISHED BUSINESS:** Updates were given regarding the HVAC system. Contract was discussed with whether to include a line regarding who would pay the library's attorney fees should there be a problem. It was decided to leave it as is, the library paying their own attorney fees, due to the library's history with Martin Peterson. A vote was put to the acceptance of the contract with the performance bond. Motion: Driver. Second: Holmes. Roll Call: Aye: Kauth, Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

The Rider was then presented with the amended signature line of "Zion Benton Public

Library” to “Beverly Mull, Representative.” Motion: Driver. Second: Holmes. Roll call: Aye: Kauth, Martin, Onan. Nay: -0-. Abstain: Mull, Sandoval. Motion Carried.

**NEW BUSINESS:** A review of the potential Meeting Room Policy was begun. The potential for a refundable deposit was discussed. The deposit would then be refunded after a walk through has been conducted. Room booking issues were brought up as well. The Meeting Room Policy and Evanced topics are being tabled until next month. The change over to LED lighting project was then brought up for discussion. The library has received money from the TIFF district that is going to be put towards this project. This was also tabled until next month.

**EXECUTIVE SESSION:** Motion: Ms. Driver moved to enter into Executive Session, in accordance with 5 ILCS 120/2 (c)(1) and 5 ILCS 120/2 (c)(21) at 8:41pm. Second: Ms. Onan. Roll Call: Aye: Holmes, Kauth, Martin, Mull. Nay: -0-. Abstain: -0-. Motion carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson