

5/22/2018 Minutes
MINUTES OF THE REGULAR BOARD MEETING OF THE ZION-BENTON PUBLIC
LIBRARY DISTRICT
May 22, 2018

President Beverly Mull called the meeting to order at 6:34 p.m.

ROLL CALL:

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

Absent: M. Martin (entered later at 7:52pm)

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

Visitors present: None

AGENDA: Presented. Suggestion to amend the New Business section was made – an addition as well as order change. Motion to accept with amendments: A. Onan, Second: L. Sandoval. Roll Call: Aye: Driver, Holmes, Kauth, Mull Nay: -0-. Abstain -0-. Motion Carried.

COMMENTS BY VISITORS: None

MINUTES: The minutes of the April 24th, 2018 regular meeting were presented. A grammatical error change was requested. Motion: Ms. Kauth moved to amend the minutes from the 4/24/2018 regular meeting. Second: Mrs. Driver. Roll Call: Aye: Holmes, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

The minutes of the May 8th, 2018 Budget and Finance Committee were presented. Motion: Mrs. Driver moved to adopt the minutes from the 5/8/2018 Budget and Finance Committee Meeting. Second: Holmes. Roll Call: Aye: Mull, Onan, Sandoval. Nay: -0-. Abstain: Kauth. Motion carried.

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

The list of bills for April was presented for approval. Ms. Holmes asked that in the future on voided checks, it be noted why the check is voided be added to the report. Motion: Mrs. Driver moved to approve payment of wire transfers and checks #42267-42309, and 42311-42338, in the amount of \$60,124.31. Second: Ms. Holmes. Roll Call: Aye: Kauth, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion carried.

LIBRARY DIRECTOR'S REPORT: Ms. Stoppenbach introduced the library's new director, Mikael Jacobsen. She also addressed two staffing changes. Joy is leaving the library and is currently training Sara Torrez to be able to take on the administration department portion of Joy's position. Christina also joined the library staff as a substitute for the adult reference desk. An update on the situation with ProData was given. There are still problems occurring, but ProData is working to give the library a month of payroll processing for free for the problems that have

occurred. Mollie is going to check and see which month will be for free.

Authors After Hours program went well. Ms. Mull stated that she was impressed with the program. The authors that were present for the program were impressed with it as well.

2 Little Free Libraries were picked up for Beach Park. Ms. Kauth is concerned that patrons will potentially see these as remote return sites for library materials.

The Friends of the Library is getting restarted. Mr. Hyten is the staff representative for the group. A page on the website has been set up for the Friends, the group is being advertised on the LED screens throughout the library, as well as being added to the library's newsletter. Ms. Stoppenbach mentioned that she has some ideas to share with Mr. Hyten about fundraising ideas.

MAINTENANCE REPORT: A person that has been caught stealing material on multiple cards has been indefinitely suspended. Mrs. Driver mentioned that she found a pothole in the parking lot. Mr. Busch said that he would get that problem resolved. The after school program was brought up and how it was doing. Ms. Mull suggested that the library bring in the Zion Park District and have them promote their summer programs by utilizing a community table in the lobby.

UNFINISHED BUSINESS: The LED project was discussed briefly. The library is waiting on the company in order to proceed any further.

Decisions regarding the HVAC project were presented. The project is on schedule and ready to go. Project will be worked on around the library's hours, such as on Fridays when the library is closed to the public. It was suggested to go with Martin Peterson as long as the Finance Committee was ok with it. Ms. Kauth motioned to move forward with the HVAC project. Second: Ms. Onan. Roll Call: Aye: Driver, Holmes, Mull, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The updating of the Meeting Room Policy was discussed in detail. The deposit amount for private parties was discussed, as well as how much of that deposit they would receive back and what supplies would be included or provided to the party for clean up. After some discussion, amounts were agreed upon, and Ms. Stoppenbach will edit the language of the check list that is to be completed at the end of the party/program to fit what was agreed upon. Mrs. Driver motioned to approve the amended Meeting Room Policy. Second: Ms. Onan. Roll Call: Aye: Martin, Sandoval. Nay: Kauth, Mull. Abstain: Holmes. Motion Carried.

Ms. Martin Entered at 7:52pm.

NEW BUSINESS:

The options for the new phone system was discussed. Currently, the library uses "Sound Inc." Two other options for the library would be "TTI" and "ATI". Ms. Stoppenbach recommends TTI because they can use a majority of the phones the library already has in use which will save the library money as well as other incentives. Ms. Driver motioned to go ahead with this transition. Second: Ms. Kauth. Roll Call: Aye: Holmes, Martin, Mull, Onan, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

Discussion took place on the plans for the Certificates of Deposit. Some of the Certificates of Deposit will be placed in other accounts to help with the HVAC project while others will be set up for renewal every few months in order to maximize their worth.

The Topic of Professional Development was discussed in depth. Ms. Driver shared some information regarding other libraries and their PD budgets. It was decided that as long as the budgets for Professional Development are adhered to, the director will decide which staff go to which events, and the board will decide which board members go to which events based on their respective

budgets. Motion: Onan. Second: Driver. Roll Call: Aye: Holmes, Kauth, Martin, Mull, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

The board briefly reviewed the preliminary budget. It was determined to discuss this at a future meeting.

With the hiring of M. Jacobsen as Director, a transition of accounts from Ms. Stoppenbach to Mr. Jacobsen was needed. The board was given a resolution to grant financial and banking authority to Mikael Jacobsen. Ms. Driver motioned to give Mr. Jacobsen full financial authority as the administration and primary contact for the Zion-Benton Public Library financial accounts. Second: Ms. Onan. Roll Call: Aye: Holmes, Kauth, Martin, Mull, Sandoval. Nay: -0-. Abstain: -0-. Motion Carried.

Adjournment: At 8:53pm, Ms. Driver motioned to adjourn the regular meeting of the Zion Benton Public Library Board. Second: Sandoval. Roll Call: Aye: Holmes, Kauth, Martin, Mull, Onan. Nay: -0-. Abstain: -0-. Motion Carried.

Signed:

Attest:

Recording Secretary: Stacy Johnson