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

ROLL CALL
Present: R. Kauth, M. Martin, A. Onan, S. Latif & B. Mull
Absent: W. Driver
Staff Present: M. Jacobsen, M. Brumbaugh, S. Torrez, D. Abron, G. Miller, N. Hyten
Visitors Present: Kelley McCoy - Circulation Supervisor, John Jensen – Beach Park Resdient, Linda Sandoval – former Board Member and Library District Resident.

AGENDA
The agenda was presented for approval as presented.
MOTION: A. Onan moved to adopt the agenda as presented.
Second: R. Kauth
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

NEW BOARD MEMBER
Newly elected Suriyya Latif took the Oath of Office, thus officially becoming the newest Library Trustee on the Zion-Benton Public Library Board of Trustees.

BOARD OFFICER ELECTIONS
MOTION: R. Kauth moved to nominate and install as officers in the following positions: Beverly Mull – President, Amy Onan – Vice President, Rosemary Kauth – Treasurer, Mary Martin – Secretary.
SECOND: M. Martin
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

COMMENTS BY VISITORS
One person commented on the Library District’s Program, the Drag Queen Story Hours, (against).
Mollie Brumbaugh – Assistant Director, introduced Kelley McCoy as the new Circulation Supervisor. Kelley then introduced herself and spoke about her background and excitement to be part of the Library team.

Linda Sandoval – former Board Member, stated she was just here to observe and had no comments at this time.

**MINUTES**
The minutes from the April 23, 2019 Regular Meeting were presented and the following changes were proposed: Add arrival time for Trustee L. Sandoval.

**MOTION:** R. Kauth moved to adopt the minutes from the April 23, 2019 Regular Meeting as amended.

Second: A. Onan

Roll Call:
Aye: M. Martin, A. Onan, S. Latif, R. Kauth, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

The minutes from the April 23, 2019 Executive Session were presented.

**MOTION:** R. Kauth moved to adopt the minutes from the April 23, 2019 Executive Session as presented.

Second: A. Onan

Roll Call:
Aye: A. Onan, R. Kauth, M. Martin, B. Mull
Nay: -0-
Abstain: S. Latif
Motion Carried.

The minutes from the April 30, 2019 Diversity and Inclusion Committee Meeting were presented.

**MOTION:** A. Onan moved to adopt the minutes from April 30, 2019 Diversity and Inclusion Committee Meeting as presented.

Second: S. Latif

Roll Call:
Aye: M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: R. Kauth
Motion Carried.

The minutes from the May 21, 2019 Nomination Committee were presented.

**MOTION:** A. Onan moved to adopt the minutes from the May 21, 2019 Nomination Committee as presented.
Second: M. Martin
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

TREASURER’S AND INVESTMENT REPORTS
Discussion was had regarding the reinvestment of maturing CDs. Questions were posed as to why some checks had no balance recorded, Mr. Jacobsen clarified that this was due to an event cancellation and the checks voided. Several negative balances were called into question. One was due to bills being entered in a different period for which they were to be paid. This issue has since been addressed and rectified. Another was due to unforeseen expenses in relation to the Library Audit. An upcoming motion will rectify the negative balance in the audit fund.

BILLS
The bills for April 2019 were presented.
MOTION: R. Kauth moved to adopt the April 2019 bills as presented.
Second: M. Martin
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

Review Quarterly Investment Report
In accordance with our Investment Policy, “The District Library Director shall present a quarterly report on the investment program and investment activity to the District Board of Trustees. The report shall include a management summary displaying the status of the investment portfolio and transactions made over the previous quarter. The management summary shall be prepared in a manner that will allow the District Board of Trustees to determine if investment activities during the reporting period conform to this Investment Policy.” The Library Board of Trustees finds our investments are in order.

LIBRARY DIRECTOR’S REPORT
Statistical Report: New Trustee S. Latif had questions about how certain statistics are currently measured.
Narrative Report: Two staff members are moving into different departments
within the library. Summer Reading will be kicking off soon, and all Board members will get a t-shirt to help promote the program. They are also invited to all the staff festivities revolving around this program. Trustee S. Latif wanted to know what the GFWC stands for in the Zion Woman’s Club. Mollie informed us that it stands for General Federation for Woman’s Club. The Board is very impressed with the level of training that the Security and Maintenance staff have been attending. They would also like to know more about the new cleaning company and what exactly they are expected to do.

**Incident Report:** The Board would like to see a comparison in statistics from last year to see if having an officer on site has indeed affected the number of incidents in the library.

**Tentative Fiscal Year Board Calendar:** There are a few things that may be added to this calendar as the need arises, such as a possible Health Policy and an Outstanding Check Policy, as recommended by the Auditor.

**UNFINISHED BUSINESS**

**Approve Salary Schedule Adjustment**

MOTION: R. Kauth motioned to approve the Salary Adjustment Schedule as presented.

Second: A. Onan

Roll Call:

Aye: M. Martin, A. Onan, S. Latif, R. Kauth, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

**Select Merit/Cost of Living Increase**

MOTION: R. Kauth motioned to select a 3% Cost of Living Increase for all staff, excluding the Director.

Second: A. Onan

Roll Call:

Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull

Nay: -0-

Abstain: -0-

Motion Carried.

**Approve Fiscal Year 2019-2020 Budget**

MOTION: M. Martin moved to approve the Fiscal Year 2019-2020 Budget as presented.

Second: A. Onan

Roll Call:

Aye: S. Latif, R. Kauth, M. Martin, A. Onan, B. Mull
NEW BUSINESS

Adopt a Financial Ordinance Calendar
MOTION: A. Onan moved to adopt the Financial Ordinance Calendar as presented.
Second: R. Kauth
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif
Nay: -0-
Abstain: -0-
Motion Carried.

Schedule Fiscal Year 2019-2020 Regular Board Meetings.
MOTION: S. Latif moved to schedule Fiscal Year 2019-2020 Regular Board Meetings on the last Tuesday of each month.
Second: R. Kauth
Roll Call:
Aye: R. Kauth, M. Martin, A. Onan, S. Latif, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

Proposed Program Policy discussion.
This item tabled until the next meeting of the Zion-Benton Public Library Board of Trustees.

Transfer to the Audit Fund.
MOTION: R. Kauth motioned to approve the transfer to the Audit Fund as proposed.
Second: M. Martin
Roll Call:
Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

EXECUTIVE SESSION

The Board went into Executive Session at 8:10 PM to discuss the appointment of a new Board Member to fill a vacated seat.
MOTION: A. Onan moved to enter into Executive Session in accordance with 5
ILCS 120/2(c)(3) to discuss the selection of a person to fill a public office.
Second: M. Martin
Roll Call:
Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

The Board came out of Executive Session at 8:36 PM.

MOTION: A. Onan moved to offer the open seat, expiring April 2021, to Jennifer Smith. If Ms. Smith was unwilling or unable to serve, to offer the open seat to Linda Sandoval.
Second: M. Martin
Roll Call:
Aye: A. Onan, S. Latiff, R. Kauth, M. Martin, B. Mull
Nay: -0-
Abstain: -0-

ADJOURNEMENT
MOTION: M. Martin motioned to adjourn.
Second: A. Onan
Roll Call:
Aye: A. Onan, S. Latif, R. Kauth, M. Martin, B. Mull
Nay: -0-
Abstain: -0-
Motion Carried.

The meeting adjourned at 8:37 PM.

Approved:
Signed
Attested
Recording Secretary: S. Torrez