



Robert R. Jones Public Library Board of Directors  
Board Meeting  
November 16, 2023

<b>Call to Order</b>	6:35 pm by Brad Hoffman, Vice President, quorum was declared
<b>Present</b>	Brad Hoffman (Vice President) Victoria Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Liz Heisler (Trustee) Laina Cross Harris (Trustee)
<b>Absent</b>	

<b>PRESIDENT'S REPORT</b>	
<ul style="list-style-type: none"> <li>No Report</li> </ul>	
<b>SECRETARY'S REPORT</b>	
<ul style="list-style-type: none"> <li>Approval of the minutes from 10/26/2023. Liz made the motion to accept and Laina seconded the motion. All ayes.</li> </ul>	
<b>TREASURER'S REPORT</b>	
<ul style="list-style-type: none"> <li>Motion to accept the Treasurer's report was made by Tammy, Laina seconded. All ayes.</li> <li>Dave Gosse from Carpenter, Mitchell &amp; Goddard (CSG) can help us do an amended budget to the county.</li> <li>Hope from CSG is working on the Payroll Issue with Victoria.</li> <li>Discussion on IMRF with QuickBooks (QB) journal entry into QB. We really need the assistance of a QB Guru. CSG has a QB guru so Victoria will have Hope connect her with this person.</li> <li>Employee contributions for IMRF need to be taken out for September now. Approved by IMRF on September 20, Victoria will change the percentage from 4.5% to 9%. This is due by 12/3/2023.</li> </ul>	
<b>NEW BUSINESS</b>	
<ul style="list-style-type: none"> <li>Interviewed Dianna Saelens, trustee candidate. Tammy abstained from discussion and voting due to Dianna being her sister in law. Victoria has given Dianna a tour of the library. Dianna will not be able to service on the Employee or the Finance Committee due to working with Lisa (new hire) at Deere-Wiman house. Motion to Accept Dianna as a trustee was made by Laina and Jen seconded it. All Ayes. Dianna will be given the oath of office on the January 25, 2024 meeting.</li> <li>The Appointment policy needs to be changed in Section 3 to a "Fundamental Packet must be placed on file after employment." We need emergency contact information. We currently do not have this for our staff. Items to include could be the following: W-2, I-9, Driver's License Numbers, workshops attended and education.</li> <li>The Dress Code Policy was approved. The wording of "at a minimum" should be removed. The Motion was made by Liz and seconded by Laina with the wording to be removed by Victoria. All ayes.</li> </ul>	

- Library Closing Dates Policy needs to be corrected in the following ways (see below). When corrected, Victoria will email to the Board and we will vote by email. Victoria stated she would do this on November 17.
  - Remove January 2, 2024 as a day off. The only allowed day off for most businesses and government offices is January 1 - New Year's Day.
  - Change December 25 to 24 (Christmas Eve)
  - Change December 25 to 26 (Christmas Day)
- Victoria did meet with Tish, a new board member. Tish will be given her oath of office at the January 25, 2024 meeting.
- Jen talked with Debbie Till, Blackhawk Bank, about the bank pledging money to cover the amount our bank account is over \$250,000. Debbie added that since our balance fluctuates over months, it might be better to put some money into a CD since they have such a good interest rate now. What amount is everyone comfortable putting into a CD? Discussion ensued Brad suggested having CSG look at our accounts/bank statements in QB and give us an amount. This amount could also include the Capital Expenditure amount.
- Brad read Jen Edlefson's resignation letter as she is moving to Geneseo. Her resignation date is November 20.
- Liz Heisler is the treasurer and a member of the Employee and Finance Committee members.
- Victoria was asked to start advertising for a new board member and asking for someone with a financial background.
- The Programming Committee will continue to be led by Laina as Chairperson with Tish and Dianna as her committee.
- Revision of Vacation and Sick Leave Policy - Victoria stated there is a new law coming into effect for part time employees in March 2024. We need to change our policy to accommodate. Victoria was not sure of the specifics of this new law. She was tasked with doing more research on the law and presenting at the January 25, 2024 meeting.
- Victoria brought a topic of moving payroll dates. She said that Hope had discussed this with her. Payroll for the 1 - 15th of the month would be paid on the 20th of the month. 16 - EOM would be paid on the 5th of the month. Brad asked Victoria if this was a change she wanted. She said she did and said it would make payroll easier for her. Motion to change payroll dates to the above was made by Tammy and 2nd by Liz. This will start on 3/1/2024. Victoria will talk with her staff about this early so they have time to adjust.
- Discussion regarding Online Bank Access for Brad Hoffman, Elizabeth Heisler and Tammy Saelens (since they are check signers) was motioned by Laina and 2nd by Jen. This is being done per the yearly audit recommendations. Tammy shared a form for them to complete and she will take it to Blackhawk Bank.
- Also Liz Heisler will be given online access to the Credit cards of the staff and she will set up alerts for herself. For Victoria's credit card since the limit is \$5,000, Liz will have to set an alert to email her when the balance approaches \$2,500.
- Tammy also mentioned that after Kim's audit, she was also proposing some changes due to the Board being very lax in the checks and balances over the years.
  - For the Google Drive, Victoria and Tammy will be "Super Users". Victoria said that Tammy is already an Editor and doesn't believe another Super User can be added. Tammy said she will do homework on this and get back with Victoria.
  - VPN is needed for Liz to be able to access QB at home. Victoria will reach out to Kasey in the next 2 weeks to get this completed for Liz ASAP.

## DIRECTOR'S REPORT

- Discussion was held on how the numbers are reached on Victoria's report. This is the full number of people with each toddler. Jen suggested doing an excel spreadsheet for Kaylee so that numbers can just be dropped in and the totals are figured for her. Currently Kaylee is doing this manually. An excel spreadsheet could make this easier for Kaylee and the Board to understand.
- Brad mentioned that the Young Adult numbers seem high - maybe a typo? Victoria will check on this.

## PUBLIC COMMENT

- No one in attendance

## OLD BUSINESS

- Victoria - were the payroll taxes paid for the 3rd Quarter by 10/31/2023? Per Victoria these were paid.
- SOP IN CASE OF EMERGENCY - Victoria showed the Board the 156 page SOP. This is located on Google Drive but she has a printed copy at the desk for staff. She has procedures in her that have not been implemented yet. First Aid Kits - In case of emergency aren't up to date as of yet.
  - Victoria is having a staff meeting on 11/28 and will be discussing the SOP with them. Brad asked that she have a strategy/timeline and present the most important procedures first. She will send that timeline to the Board on November 17. The timeline to the Board will be when she is reviewing all items in the manual.
  - The staff also need to sign off on reading the entire manual.
  - The Board will review the SOP on Google Drive by next meeting.
- A motion was made at 8:40 pm to go into a Closed Session regarding two personnel matters. Closed session was finished at 9:00 pm and the meeting was adjourned.

## COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** - no report
- **Building Committee** - Penny Mullen, Village Administrator, talked with Tammy regarding the Library recycling issues. Library is putting trash bags of items into the recycling bin. We also do not take the recycling and trash cans back to the proper place after trash/recycling is picked up on Tuesdays. Tammy was at the library talking to Kaylee and noticed the trash bag in the recycling container. There were styrofoam plates with food on it that had dripped on to other items. Also candy wrappers can not be recycled.
- **Employee Committee** - no report
- **Finance Committee** - no report

## ADJOURNMENT

- Meeting adjourned at 9:00 pm - Liz made the motion and Liz seconded.

## AGENDA FOR NEXT MEETING

The next Meeting is January 25, 2024 at 6:30 pm

1. Revision of Vacation and Sick time for Part time Employees - Victoria will do more research on the new law for discussion.
2. Oath of Office for Tish and Dianna

## ACTION ITEMS

1. SOP IN CASE OF EMERGENCY - a version is there for staff but Victoria is working on a cleaner one that is laminated and color coded for quick information. **Board Members need to look at this on Google Drive since this is 156 pages.**
2. Victoria will create a formal process for Board Trustee. **Will update with who is doing each task and email to the Board on Friday, November 17.**
3. Victoria needs to make a list of all subscriptions on her credit card and file on the shared Google drive. The information should include: Name of company, Amount, when this is due (approximately) **She will finalize on Monday, November 20.**
4. Victoria will check if we have rec'd a letter from the IRS about our tax being paid incorrectly. **Due Date Wednesday, November 23.**
5. Victoria needs to send her timeline on the SOP IN CASE OF EMERGENCY for training the staff to the Board. **She stated she will do this on Friday, November 17.**
6. Victoria will update the Library Closing Policy and send it to the Board to vote on by Email. Please give us a date when this will be completed.
7. The Appointment Policy needs to be updated. Please give us a date when this will be completed.
8. Victoria will place an updated Dress Code Policy on Google Drive. Please let us know when completed.
9. Advise the Board when you have begun advertising for a new Board Member with a financial background.