



Robert R. Jones Public Library Board of Directors
Board Meeting
May 25, 2023

Call to Order	7:18 pm by Robert Hagen, President, quorum was declared
Present	Robert Hagen (President) Brad Hoffman (Vice President) Victoria Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Liz Heisler (Trustee) Laina Cross Harris (Trustee)
Absent	Erin Schroeder (Trustee)

PRESIDENT’S REPORT

- Pastor and Laina completed the Economic Interest form completed upon being elected.
- Quicken Reports - Victoria thinks it will come out in the Bank Statement next month. It’s possible a batch of checks (income) was missed by Quicken. Victoria and Jen are thinking deposits need to be manually entered into Quicken. Electronic deposits from the county may also be the issue that are not showing in Quicken.
- Prairie Cat discussion was held. The cost is \$499 and we have until September 23 to opt in. When you opt in you are doing that for a 5 year period. Motion made to accept Prairie Cat made by Jen and seconded by Laina. All ayes.
- Cost Study by IMRF takes between 6-8 weeks to complete.
- OMA and FOIA training completed by Laina and Liz. Jen and Tammy had completed in previous meetings.
- Doors shutting slower were looked at by Mark Saelens, they are closing as slow as they can. The only other thing to do was buy new hardware and it could be pricey but Victoria has a cost effective solution for distracting children while parents are checking books out.
- Kaylee’s credit card has been ordered.
- 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.

SECRETARY’S REPORT

- Approval of the minutes from 4/27/2023. Jen made the motion to accept and Laina seconded the motion. All ayes.

TREASURER’S REPORT

- Jen has asked Victoria to verify what the amount of money is that has been received by the counties.
 - Jen had additional questions on the Financial Reports for Victoria regarding checks made out to Victoria that were pulled from Restrictive. This was due to the library credit card not having enough money left on it to cover all of the dumpster so Victoria charged the rest on her personal credit card. (\$598.00)
- Public Library Per Capita grant was awarded to the Library in the amount of \$7,161.13.
- Finance reports were approved - motion made by Brad and seconded by Tammy. All ayes.

NEW BUSINESS

- No new business.

DIRECTOR'S REPORT

- Tracking Reports were very impressive with regards to the information that has been tracked.
- Details on the Website usage were also very informative.
- Summer Breakdowns for programs were included in our packet. They are using a Reading Program used in 2019. The children will have badges, lanyards. Also having a sign up so they can prepare better for a number of children.
- The library's programs are not overlapping with the CV Park Program times. Except for children who can not attend CV Park Program due to their age.
- Kaylee is working with Allendale for notice of Robert R Jones summer reading program to be added to Bicentennial's email newsletter.
- The following policies were approved.
 - Meeting Room Policy - Laina motioned, Liz seconded. All ayes.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- OMA and FOIA training completion - Victoria reminded everyone. .
- The next steps for the Strategic Plan is to organize focus groups.

COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** - no report
- **Building Committee** - no report
- **Employee Committee** - no report
- **Finance Committee** - no report

ADJOURNMENT-

- Meeting adjourned at 8:07 pm - motion made by Liz and Brad seconded.

AGENDA FOR NEXT MEETING

Next Meeting is June 22, 2023 at 7:15 pm

- The Finance Committee will have a meeting on June 6 at 6 pm to finalize the budget.
- Employee Committee meeting at 6/20 at 5:30 pm,

ACTION ITEMS

1. Actual income from the counties received by the library.
2. Quicken Issues
3. IMRF Cost Study for July meeting possibly.
4. In regards to OMA, we may need to change the meeting time for the library in our next fiscal year from 7:15 pm to 7:00 pm.