



Robert R. Jones Public Library Board of Directors  
 Special Board Meeting – Discussion of Bylaws  
 September 29, 2022

<b>Call to Order</b>	7:16 pm by Pastor Robert Hagen, quorum was declared
<b>Present</b>	Robert Hagen (President) Lisa Windus (Secretary) Brad Hoffman (Trustee) Erin Schroeder (Trustee) Vicky Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Trustee) Laina Cross Harris (Trustee)
<b>Absent</b>	None

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

- Approved minutes from last meeting, Brad moved, Lisa seconded, motion passed

**PRESIDENT’S REPORT**

- Pastor asked to elect a new VP, Brad was nominated, all agreed, Brad is the new VP

**SECRETARY’S REPORT**

- See approval of minutes above. Nothing else to report

**TREASURER’S REPORT**

- None

**NEW BUSINESS**

- Village needs to increase funds in our mutual account, meaning we will need to increase our amount by \$5000/year to \$20,000/year. Some discussion around why they crossed out the percentages and details regarding the increase. In the end, inflation is what impacted these costs as they haven’t been raised in several years. No further detail or explanation from the village required.
- Brad moved to approve, Tammy seconded, motion passed.
- Trustee petitions for April 4, 2023 election are available for circulation: Brad, Laina, Tammy. Vicky will help them find those forms.

**BYLAW REVIEW**

**MEETINGS, QUORUM, VOTING**

- Discussion about the fact that public meetings are not posted publicly enough. Vicky will begin putting it on the Facebook page
- Swap out the Meeting and Quorum from page 18 but keep the language about votes (“All votes on any questions shall be by ayes and nays...”)
- Under Annual Meeting: change from January to June

## **OFFICERS & TERMS OF OFFICE**

- Change April to June, vote every other year on even years, remove the ballot vote language and change to majority vote.

## **DUTIES OF OFFICERS**

- Move the items from pages 11-12 to the updated version

## **PRESIDENT**

- Okay to notify by email or text

## **SECRETARY**

- Remove the “Make all records available...” section
- Move the “File on or before the first Tuesday of December...” to under the Library Director
- File a copy of the Budget and Appropriation Ordinance moves to Treasurer
- Post copy of notice in the library – move to under Library Director
- Have all materials... – move to under Library Director

## **TREASURER**

- Change the “published in a local newspaper within 60 days...” to be done by the Director
- Add running/presenting monthly report to the board during meetings
- Vicky needs to figure out how to get Jen access to Quickbooks so she can run reports

## **NEW TRUSTEES**

- Vicky to add the section from the newer packet – page 20
- Change “...previous 12 months, and other pertinent information.” Previous minutes, reports, etc. will be provided on our website. Copies can be provided upon request.

## **COMMITTEES**

### Standing

- Terms shall be for one year commencing at the June meeting.
- Size to a chairperson and two trustees
- Remove Personnel Committee and make it Employee Committee (page 21)

### Program, Services, & Acquisition Committee

- Director will provide recommendations about what items should be purchased, share the weeding policy with the committee and to follow the committee. Vicky will merge the old and new sections

### Building Committee

- Vicky will keep the old version.

### Employee Committee

- Use the new version on page 20.

### Finance Committee:

- Keep “The Treasurer shall serve as the chairman of this committee.”
- Then add all of the updated language.
- Second sentence in updated version should begin “The Director’s responsibilities include...”
- Committee Decisions – as is in the updated version

## **SYSTEM REPRESENTATIVE**

- Keep the updated version. (Same as the new.)

## **PARLIAMENTARY PROCEDURE**

- Keep updated version and add the second paragraph in the existing version “Meetings and operations will be conducted in accordance with the Freedom of Information Act and the Open Meetings Act and shall be consistent with the laws of Illinois and the bylaws and statements of policy of the Board.”

## **THE LIBRARY DIRECTOR**

- Add “Reference current job description.”
- Ensure that the updated JD is accessible to the board

**ADD VACANCIES** to the updated version as it stands in the old version. Update to something like, “The Trustee has been absent without cause for one year.”

**ADD COPYRIGHT AND RECORD RETENTION SECTION** to the updated version

## **FISCAL YEAR**

- THE SAME IN BOTH VERSIONS

## **AMENDMENTS**

- Old version: Keep the last three paragraphs and add them to the updated Amendments section

## **NEW TRUSTEES & COMMITTEES**

### **Brad revised COMMITTEES**

PROGRAM: LAINA, ERIN, LISA

BUILDING: TAMMY, JEN, LAINA

EMPLOYEE: ERIN, BRAD, JEN

FINANCE: JEN, BRAD, LISA, TAMMY

Brad moved to approve, Tammy seconded, all agreed, motion passed.

## **DIRECTOR’S REPORT**

### **GENERAL UPDATES**

- Monthly program numbers this week are about the same as they were last week
- Vicky shared a little about the Teacher Tech Petting Zoo
- Our library was asked to collaborate with the EPA out of Chicago. We were given 3 air quality sensors to share with patrons and to provide them for programming
- Banned Books display continues to keep people in the library and having great conversations
- Vicky needs someone with Google forms experience. Lisa volunteered.
- Grants: Vicky did apply for the Moline Foundation’s fall grant cycle. She’s not expecting a full funding but anticipates some amount to come from this grant.
- Vicky was asked to join the Public Library Association’s (PLA) Annual Conference. She will continue as the Illinois Library Association’s Small and Rural Libraries Forum manager through the annual conference and possibly beyond into 2023.

### **POLICIES**

- OMA and FOIA are recommended by COSLA. The recommendation is for the trustees to take these trainings as well. The goal is for all of us to complete training by December 31, 2022.
- Additional policies were presented: Division of Responsibilities, General Operations, adoption of the Board Members Oath of office.
- Adoption of these policies: Lisa moved to accept, Tammy seconded, all agreed.

### **MISSION AND VISION STATEMENT**

- Our mission and vision statement hadn’t been updated for decades. Vicky updated using language that has been successful when shared in grant applications. It captures what the library is about well.
- Lisa moved to accept the Mission and Vision Statement as our working document pending possible work with an outside agency. Laina seconded. Motion passed.

### **LIBRARY DIRECTOR – JOB DESCRIPTION**

- Add Termination of staff with board approval.

- Add to W. take the statement from Jen’s job description about working with the library board to establish long range planning that aligns...
- Cross off S and add the statement from Jen’s job description about PR responsibilities – Keeps the public well-informed of the library’s...
- The current S moves to the Youth Services Coordinator, remove the Youth Services Coordinator S
- Remove letter N from the Youth Services Coordinator
- With these changes the group agreed to approve both job descriptions.
- LIBRARY DIRECTOR – Lisa moved to accept the Library Director job description, Jen seconded, all agreed. Motion passed.

**JOB OFFER TO KELLY QUINN – POSITION: YOUTH SERVICES COORDINATOR**

- Vicky wants to offer \$25/hour, 80 hours vacation, 40 hours sick leave to Kelly to become Youth services Coordinator for formal review in January 2024. Her hours will be M-F unless there’s a Saturday program.
- The group agreed that if we were going to make the offer, we should move forward with an offer of a permanent position
- The group could not come to an agreement on salary. Suggested range is \$22-24/hour + \$1000 tuition reimbursement toward a Librarian certificate program.
- Vicky will review the budget with Jen and bring back information to the next meeting. The assumption is that an offer in this range will be well within the budget
- Vicky will also bring updated job descriptions to the next meeting to ensure that the group is aligned

**PUBLIC COMMENT**

- No one in attendance as this was a special meeting

**OLD BUSINESS**

- Kim will be in attendance on October 20<sup>th</sup> for our next monthly meeting. She will visit on October 4<sup>th</sup> to meet with Vicky and Jen

**ADJOURNMENT**

- Meeting adjourned at 10:37pm by Brad Hoffman

**AGENDA FOR NEXT MEETING**

Next Meeting is October 20, 2022

- Finalize updated Bylaws
- Review budget and salary for Youth Services Coordinator
- Formalize a job offer for Kelly Quinn

**ACTION ITEMS**

1. Pastor needs to get safe deposit box key
2. Vicky to create an SOP document that covers what to do in case of an emergency.
3. Complete FOIA and OMA training by 12/31/22
4. Lisa to assist Vicky with Google Form
5. Vicky to begin posting public meetings on Facebook page
6. Vicky to help new trustees find election forms and petition

