



Robert R. Jones Public Library Board of Directors
Board Meeting
February 22, 2024

Call to Order	6:30 pm by Brad Hoffman, Vice President, quorum was declared
Present	Brad Hoffman (Vice President) Victoria Blackmer (Director) Patricia (Tish) Jackson (Treasurer) Tammy Saelens (Secretary) Laina Cross Harris (Trustee) Dianna Saelens (Trustee)
Absent	Liz Heisler (Trustee)

PRESIDENT'S REPORT

- The Board interviewed Nick Hanna for our last Board Trustee opening. Nick saw our opening on FaceBook. Tish motioned to accept Nick as a Trustee, Laina seconded the motion all ayes.
- Last month's financials sent out by Victoria later in January were approved by email. Liz made the motion and Tammy seconded the motion, all ayes.

SECRETARY'S REPORT

- Approval of the minutes from 01/26/2023 - Laina made the motion to accept and Dianna seconded the motion for the January minutes. All ayes.

TREASURER'S REPORT

- Tish had questions on where to see all of the previous years financials. Victoria will help Tish print these out.
- We received a generous donation from the Lowell Foundation which we used to convert the DVD to the sleeves they are in now. This donation is not something we can plan so it was put into the Special Reserve fund.
- Brad had questions regarding Accounts 319 and 326. Should some of Acct 319 be in 326? Brad feels everything on the financial reports should have a budgeted amount.
- Payroll Expenses created their own line when we started paying vacation and sick time for part-time staff.
- Laina made a motion to table the financials until more details can be provided. Tammy seconded the motion. All ayes.
- Victoria will update the amended budget and the financials before the next meeting.

NEW BUSINESS

- Tammy introduced a new policy for a Whistleblower. Laina made the motion to accept the policy and Tish seconded the motion. All Ayes.
- Tammy asked for a change to be made to the Full-time Employees vacation and sick leave. The change is that the Library Director will let the Board President know when she is out of the office at all times. Tish made the motion to accept the policy and Dianna seconded the motion. All ayes.

- Dianna asked about training for the staff. Dianna suggested doing CPR training for the library and the local daycares. Victoria said they piggy back onto the CV Policy CPR Training.
 - CPR - Victoria and Angie are certified.
- Dianna asked about the new Dept of Labor law on employees being guaranteed leave. Victoria feels we have this covered with our vacation/sick leave policies.

DIRECTOR'S REPORT

- Everyone looked over the attendance numbers on the report. Tammy asked how the numbers are obtained - if a child, mother and father come to the Manipulation Stations this is counted as 3 people. Tish added that the Colona Library also counts like this.
- We issue 30 - 50 new library cards each month. This is a combination of new, replacements and expired cards.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- Just a reminder that the new payroll dates start March 1. March 1 - 15 payroll will be paid on March 20 and March 16 - 31 will be paid on April 5.
- Dianna asked about the survey. The target date for this will be March 11.

COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** -
 - Kaylee did a segment on KWQC Live promoting the Blind date with a book and Anti-Valentines Day for teens. KWQC reached out to us for this. They are only having segments done by the Davenport and Robert R Jones Libraries. This is great exposure for us. The next segment scheduled is for the Peeps Diorama.
 - ALA asked us to submit an article about the manipulation stations for their website. Kaylee is writing this and Victoria will proof. Another win for the library staff.
 - Brad asked if we are teaching kids anything with AI for example using the Discord website. The picture part of AI is really neat for kids to do artwork. Victoria said not currently.
- **Building Committee** -
 - Tammy advised the Board that the CV Fire Dept had looked at the library's fire occupancy and given the following numbers. The Board Meeting room is 53. The children's section of the library is 20 and the rest of the library is 65. Victoria will be responsible for posting the signs for the fire occupancy numbers.
 - Tammy also stated the new Emergency Exit LED lights approved in last month's meeting will be installed on Monday, February 26.
- **Employee Committee** - no report
- **Finance Committee** - Discussion was held on the Amended Budget as noted in the Treasurer's report section.

ADJOURNMENT

- Meeting adjourned at 8:04 pm - Dianna made the motion and Laina second the motion.

AGENDA FOR NEXT MEETING

The next Meeting is March 28, 2024 at 6:30 pm

ACTION ITEMS

1. Victoria has the following assignments.

- Will send out new financials for page 20 and 25.
- She will also send out the updated survey.
- She will post the Fire Occupancy signs in the Children's section and the bigger library area. The Village is responsible for the meeting room fire occupancy signs.
- Will add the 2 new policies to Google Drive.