



Robert R. Jones Public Library Board of Directors
Board Meeting
July 27 , 2023

Call to Order	6:31 pm by Brad Hoffman, Vice President, quorum was declared
Present	Brad Hoffman (Vice President) Victoria Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Liz Heisler (Trustee) Laina Cross Harris (Trustee)
Absent	

PRESIDENT'S REPORT	
<ul style="list-style-type: none"> ● No Report 	
SECRETARY'S REPORT	
<ul style="list-style-type: none"> ● Victoria noted a correction needed to be made - to remove Erin Schroeder from Absent as she had already resigned by then. (correction has been made to the minutes as of 7/28/23) ● Approval of the minutes from 6/22/2023. Liz made the motion to accept and Laina seconded the motion. All ayes. 	
TREASURER'S REPORT	
<ul style="list-style-type: none"> ● Jen announced that she and Victoria have balanced all Bank Statements up to today. ● Kim Hoffman will be here 8/30/2023 for our audit. She will then be attending the October meeting to give us the audit report. ● Payroll Taxes - they almost doubled. They are figured by Quicken. Jen will ask Kim about this. ● The Library made a net income for the fiscal year 2022-2023 of \$36,564.39. We were over budget for last fiscal year. Our goal is to stay in budget for 2023-2024. ● A Motion to accept the Treasurer's report was made by Liz, Tammy seconded. All ayes. 	
NEW BUSINESS	
<ul style="list-style-type: none"> ● Wowbrary was discussed regarding that they are a Non-Profit service that syncs with our recording service. It is \$500 per year for Libraries with circulation under 50,000. ● Discussion was held regarding the IMRF proposal. Liz made the motion to accept the proposal and Laina seconded this. All ayes. ● Discussion was held on the ADA Compliant Doors bid. Laina made the motion to accept the bid and Tammy seconded this. All ayes. Tammy will talk with Penny Mullen so the Library is kept in the loop about capital expenditures the Village is looking to make to the building. 	

- Discussion was held on making a Capital Expenditures line item in the budget so that we are prepared for items like this in the future. Jen will talk with Kim regarding how to set that up in Quicken.
- Victoria asked that Angie Armstrong receive a credit card with a limit of \$1,000 for the Adult Programming of the library. Jen made the motion to approve this and Liz seconded. All Ayes.
- Victoria will also talk with Blackhawk Bank regarding removing Jeffrey Stafford from the credit card/shut his card down. (Victoria has Jeff's card)
- Victoria Blackmer will remain at a \$5,000 credit card limit, Kaylee Floyd will remain at a \$1,000 limit and Angie Armstrong will have a \$1,000 limit.
- The Library was awarded a Project Next Generation grant for \$13,456.00 from the State of Illinois. Congratulations to Victoria for writing this grant and getting it accepted.

DIRECTOR'S REPORT

- Victoria used a different reporting form this month and it was well received by everyone.
- Discussion was held on if we get emails when people get a library card. We do but currently not doing anything with the majority of them. If the person opts in for receiving emails, then we do use them. Discussion was held on if we should be sending newsletters and communicating with our patrons this way. Should we be submitting something to the CV Newsletter each month? The newsletter is not published on a timely matter so events could have occurred by the time the newsletter is sent. Victoria is going to produce a QR code for the newsletter to link to the library website. Tammy will get the email for Victoria to send that to.
- Victoria asked about not getting an actual physical paper for the Dispatch Argus as the subscription rates have increased to \$1,100.00 per year. All members agreed this was too much and for her to proceed with getting a subscription for a digital copy.
- Victoria's quarterly reviews will be at 5:45 pm with the Employee committee on September 11, January 25, 2024, April 25 and her annual review will be on June 27, 2024.
- Discussion was held on a letter received from an employee of the Library regarding the bonus instead of hourly raises. The Employee Committee will meet privately with two employees if they choose to meet with the committee. Victoria will let the committee know regarding that.
- Victoria will be adding to Social Media that we have two Trustee positions open.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- OMA and FOIA training completion - Victoria reminded the last member who needs to complete this.
- Victoria and Jen have been meeting on the Strategic plan. The next steps for the Strategic Plan is to organize focus groups. This should be happening in Early September. Victoria would possibly like a Bicentennial teacher on the focus group. The focus groups should contain 6-8 people and meet three times.
- Tammy found out that the library currently has D&O insurance and we also have ETL insurance which covers us for HR complaints/issues.

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 9:30 pm - motion made by Laina and Jen seconded.

AGENDA FOR NEXT MEETING

Next Meeting is September 21st, 2023 at 6:30 pm

ACTION ITEMS

1. Quicken Issues will talk with Kim (auditor) regarding the Payroll Taxes amount.
2. 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.
3. Tammy will talk with Vicky Hagen regarding a party for Pastor on September 21.