



Robert R. Jones Public Library Board of Directors
Board Meeting
March 23, 2023

Call to Order	7:23 pm by Brad Hoffman, Vice President, quorum was declared
Present	Brad Hoffman (Vice President) Vicky Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Erin Schroeder (Trustee) Laina Cross Harris (Trustee)
Absent	Robert Hagen (President)

APPROVAL OF MINUTES FROM PREVIOUS MEETING	
<ul style="list-style-type: none"> ● We will be approving the October 20, 2022 minutes by email. 	
PRESIDENT’S REPORT	
<ul style="list-style-type: none"> ● Brad led the President’s Report ● The Board talked with Elizabeth Heiser (Liz), potential new board member. She gave us a small bio and she is a speech pathologist with the CV-Moline School District. We voted to accept Liz as a new board member. Brad will let Pastor know and he will reach out and let her know. ● Strategic Planning was discussed and decided that each committee needs to meet and discuss their needs and then we will begin meeting as a group regarding this. Committees are urged to meet before the end of February. <ul style="list-style-type: none"> ○ Jen would like public comment on this. It discussed to have a focus group, send a survey and ask the Village of CV to put on their FaceBook site to get more coverage than just the libraries social media accounts ● Jen reminded us that we all need to do the necessary training for the library. Victoria will send the links out to us. ● Ballots - Victoria submitted Brad and Tammy’s information so they will be on the ballot and we will need to write Laina in. ● TV and Electrical - Victoria has the TV’s and electrical has been done. She would like someone to hang the TV’s for her. Mark Saelens (Tammy’s husband) will do this. <ul style="list-style-type: none"> ○ Victoria’s computer is built. For the other computers, we are waiting for TechSoup to get to Victoria’s help desk as the key for Microsoft licenses have expired. Victoria mentioned other libraries have had this happen also. TechSoup is slow to respond. ● Closing of the library due to this happening when Victoria was on vacation. 	

- Victoria mentioned that it makes sense for the library to follow the CV-Moline School District closings.
- Another possibility is when the Village determines a snow emergency that we could use that also.
- Victoria is working on a closing policy for the employees. Who can access the Social Media if Victoria is out of the library? This will soon be Kaylee.
- Brad requested contact information for the employees if the board needs to reach out to them. Victoria will get this together. Jen mentioned that they should have our information also. She also asked for a schedule of when everyone works since there is a set schedule.

SECRETARY'S REPORT

- No report

TREASURER'S REPORT

- Jen asked about the Treasurer's Bond. Victoria will check on this for her.

NEW BUSINESS

- The library has been short staffed this week so Victoria has been working the desk.
- Youth Service Coordinator will make \$22 per hour until 7/1/2023 and then \$25 per hour for the next fiscal year.

DIRECTOR'S REPORT

- Victoria has offered Kaylee Floyd the position of the new Youth Services Coordinator and Kaylee accepted. Victoria isn't sure of a starting date as Kaylee needs to give notice to the Colona School District.
- Discussion of **Registering Non-Coal Valley Patrons policy**. Since the Western Library in Orion has been closed longer than anticipated for their renovation, Victoria has been working with Michelle for the Orion residents to borrow materials from the RRJ Library.
 - Currently, the staff has to turn 8 - 10 families away per week due to them living in Colona, Geneseo, Orion, Sherrard or Rock Island library district. The staff uses a map to determine this.
 - The policy will work that if an Orion new patron needs a new library card, staff look up on their map to determine what library the patron should use. The staff will then issue a "blank" library card for our fellow library districts and the new patron can borrow books from RRJ library immediately. Victoria then emails the patron's application to the correct library director.
 - Tammy made the motion to accept this policy and Erin seconded. Motion passed.
- Discussion on **Travel Reimbursement Policy**. The only change requested was to put in Section D number 5 \$250 per day within reason upon approval. This is due to sometimes at a conference, the rooms will be more than \$250 at the hotel the conference is being held at. Victoria will also add in

Section F that receipts are needed to be reimbursed. Jen motioned to accept this policy and Laina seconded, Motion approved.

- Discussion on **Vacation and Sick Leave Policy for Full-time Employees**. Full time employees can carry two weeks of vacation to the next year. Victoria will change sick leave to 15 days from 21 days. Erin motioned to accept this policy and Laina seconded. Motion passed.
- Discussion on **Vacation and Sick Leave Policy for Part-time Employees**. Each Part-time employee will get two shifts of sick time. We will also be providing vacation time for part time employees. The 7th paragraph will be deleted by Victoria. Part time employees will not be able to carry over vacation. Tammy motioned to accept this policy and Jen seconded this. Motion passed.
- Any notice of a vacation over two consecutive weeks should be given to the board.
- Discussion on **Library Closing Policy**. Victoria will remove December 24 since it is a Sunday and add December 26 (Tues) as closed. Erin motioned to accept this policy and Laina seconded. The motion passed.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- Discussion regarding the safety deposit box. Jen and Tammy reported there are 17 small RCA cassette tapes in there from 2015-2018. The last time someone accessed the safety deposit box was October 2018. The cost for the safety deposit box is \$15 per year. When the Pastor is back, we will discuss what needs to be kept there.
- Victoria did not get the Moline Foundation grant due to her working the library desk due to staffing (short). She said there are other grants she can apply for. There is money in the budget for the computers in case we don't get a grant.

ADJOURNMENT-

- Meeting adjourned at 9:00 pm

AGENDA FOR NEXT MEETING

Next Meeting is March 23, 2023

- Discussion on Strategic Planning.

ACTION ITEMS

1. Trustees please complete FOIA and OMA training when Victoria sends the link.
2. Chairman meet with your committees for strategic planning by the end of February.
3. Victoria will send the October 2022 and January 2023 meeting minutes out to Board members, please remember to approve the October minutes by email.