



Robert R. Jones Public Library Board of Directors

Board Meeting

May 23, 2024

Call to Order	6:33 pm by Tammy Saelens, Secretary, quorum was declared
Present	Brad Hoffman (Vice President) arrived by 7 pm Victoria Blackmer (Director) Patricia (Tish) Jackson (Treasurer) Tammy Saelens (Secretary) Laina Cross Harris (Trustee) Dianna Saelens (Trustee) Nick Hanna (Trustee) Liz Heisler (Trustee)
Absent	None

PRESIDENT'S REPORT

- None

SECRETARY'S REPORT

- Approval of the minutes from 04/25/2023 Motion to accept the minutes made by Dianna, Tish seconded the motion.

TREASURER'S REPORT

- Tish has been working on next year's budget and explanations of each account.
- Tish and Victoria reconciled April and March's statements.
- Tish and Victoria had some questions re: IMRF. There are 2 line items that weren't reconciled. Victoria is doing a procedure from Joanne but there appears to be a disconnect somewhere. Victoria will contact Joanne regarding this. The budget line for IMRF is higher than it should be. Maybe an extra entry is happening?
- June 6 at 5:30 pm is the meeting for the Finance Committee to do the budget for 2024-2025 fiscal year.
- Treasurer reports - Dianna made the motion to accept the reports, Liz seconded the motion. All ayes.
- Liz and Tish asked Victoria if all reports could be landscaped due to being too hard to read when having to turn the report to the next page to see the amounts.

NEW BUSINESS

- Jen Edlefson presented the survey results/market research. See Slides from Jen's presentation.
- Victoria has written up some future steps re: Market research. We will look at this document at the June meeting. Everyone please think of ideas.
- Community Involvement is where to be with our time. Being a hub for the community.
- How to reach everyone? Encourage the community to connect with others through our email.
- Survey should drive our future.
- Dianna gave Kudos to Victoria for coming up with questions to partner with other community groups.
- Questions re: Record Management so we could use the "file cabinet" room as a study or quiet place. Victoria will look into contacting the state to help with all the records we have in there.
- Bicentennial is getting a new principal. Victoria needs to look into meeting with her.

- Brad reminded all committee heads to schedule meetings for money their committees may need for the next fiscal year.

DIRECTOR'S REPORT

- Everyone was happy with the numbers.
- Tammy questioned Victoria on vacation time. It seemed too much. Victoria will check on this and let everyone know. She sent an email that it should have been 27.5 hrs.
- Penny Mullen, Village Administrator, asked the library to create the Banner and Posters for the Coal Valley Fireworks. Great job on this!
- Victoria talked with Penny re: Free library for areas that might not have as much access to the library. We received a grant during Covid for this. She is asking that the Village Public Workers install the library and then the library staff will be responsible for filling the books.
- Summer Reading Kickoff is June 1.
- The library will be creating a craft programming tote for rainy days for CV Park Program. Making PomPoms is the project. It helps with motor skills. Tammy asked if we should make cash donations to the Park Program. Tish said this is probably illegal because as a library we are given taxpayer funds and we should not make cash donations. The Board should make a policy on Donations.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

1. Victoria has the following action items.
 - a. Checking on why the bond for Tish as the treasurer was not paid. The Bond is with CNA Surety. **Maynard Ellis never acted on this when the application was sent last year. Victoria is supposed to hear from them by Friday, May 24. If not, Tammy asked that she call them regarding this.**
 - b. Checking the issues with IMRF. We have a \$300 overpayment. **We received a \$500 credit.**
 - i. Two anomalies could be causing this issue - new portal and invoices in February for the 28th and a week later for the 29th (may be leap year issues?) **This was due to Leap Year and has been corrected.**
 - c. Victoria will also look into why there is a checking account #100 and Checking - Joint Activity Acct #120. **This is the money we pay the Village for the Maintenance of the Building twice a year.**
 - d. Will change the Cash Disbursements Report for May Board Report to show checks written between April 1 - May 15. This will be the way it is reported from now on. **Victoria changed this and it was very helpful.**
2. Creating a cheat sheet for the Financial Reports. Dianna, Tish and Laina will work on this. **Being created**

COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** - Laina - no report
- **Building Committee** - Tammy - No Report
- **Employee Committee** - Tammy - No Report
- **Finance Committee** - Tish - No Report

CLOSED SESSION

Board entered a closed session at 8:10 pm. Board exited the closed session at 9:47 pm

ADJOURNMENT

- Meeting adjourned at 9:48 pm - Laina made the motion and Tish second the motion.

AGENDA FOR NEXT MEETING

The next Meeting is June 27, 2024 at 6:30 pm

ACTION ITEMS

1. Victoria will contact Joanne regarding the IMRF account making entries we are not aware of.
2. Victoria will work on changing the financial reports to be landscape.
3. Victoria will contact the Library State Department with help in clearing the “file cabinet” room.
4. Victoria will work on contacting the new Principal of Bicentennial School.
5. Everyone please think of ideas for our strategic plan after Jen’s presentation for discussion at the June Meeting.
6. Committee Chairman please schedule meetings for funds your committee may need for next fiscal year.
7. The Finance Committee is meeting June 6 at 5:30 pm.