Robert R. Jones
Public Library

Board Meeting Minutes

Organization	Robert R. Jones Public Library Board of Trustees
Meeting Type	Regular session
Date	April 23, 2026
Time	6:30 pm
Location	Community Room, 900 1st St., Coal Valley, IL
I. Call to Order, Welcome, and Establishment of Quorum	
Call to Order Time:	6:33 pm
Presiding Officer:	Nick Hanna. President
Board Members Present:	Nick Hanna, President Janene Finley, Vice President Bonnie Lawhorn, Secretary Tish Jackson, Treasurer Angela Moody, Trustee Pubali Kundu, Trustee
Staff Present:	Victoria Blackmer, Director
Quorum Established:	Yes
II. Public Comment	
III. President's Report	
Summary:	Thank you to everyone for working together to keep the board moving forward.
IV. Secretary's Report	
Approval of Previous Meeting Minutes (date):	March 26, 2026
Motion:	Tish Jackson
Second:	Angela Moody
Vote:	All Ayes
V. Treasurer's Report	
Financial Summary:	Tish said that the Financials looked good and that she didn't see anything amiss. Pubali asked about the negative amounts showing under Miscellaneous on page 9. It was explained that there was not a line item for Miscellaneous under expenses. Angela asked if the question of the $975 paid to Carpentier, Mitchell, Goddard & Company was answered and yes, it was for preparing the paperwork for the audit.
Key Notes:	Tish met with Blackhawk Bank and was told that all of the officers, and the Director, need to stop by the bank and sign the paperwork. This is to be done any time there is a change in officers or Director.
Motion to Accept:	Janene Finley
Second:	Pubali Kundu
Vote:	All Ayes
VI. Director's Report	

Highlights:	Victoria will be attending the Advanced Director's University at Southern University April 27 – May 1, 2026. She was chosen through an application process. The Director of River Valley District Library in Port Byron, IL will be attending also. 25 people applied for the open staff position. Ten phone interviews were conducted that resulted in three in person interviews with one more to be held on 4/24/26. Hoping to offer the position to one of those four people. No prospects for the Trustee position as of yet.
VII. Committee Reports	
Program Committee (Bonnie Lawhorn)	
Report Summary:	No Committee meeting but the policies being created were reviewed by Board members via email.
Recommendations:	To approve the OPS-027 Credit Card Use Policy
Discussion:	Angela felt that this should be under Governance because of the Board's Fiduciary Policy. Other trustees felt that it could go either way.
Motion:	Pubali Kundu: to approve the Credit Card Use Policy as written.
Second:	Tish Jackson
Vote:	5 Ayes and 1 Nay
Building and Grounds Committee (Pubali Kundu)	
Report Summary:	No report
Employee Committee (Janene Finley)	
Report Summary:	The Committee met, going over the Director's job description, and making revisions. They also came up with a Compensation Structure Recommendation.
Recommendations:	To present to the Board the job description for Library Director and the Compensation Structure.
Motions:	Bonnie Lawhorn: To approve the job description for Library Director as written.
Second:	Pubali Kundu
Vote:	All Ayes
Motion:	Bonnie Lawhorn: To approve the Compensation Structure as presented.
Second:	Angela Moody
Vote:	All Ayes
Finance Committee (Tish Jackson)	
Report Summary:	Tish met with Vicki Catour, at Blackhawk Bank. Victoria was unable to attend the meeting. Our only option to deal with protecting our funds beyond the FDIC $250,000.00 was to purchase a Pledge Bond, sold to us by a third party, TIB Bank. We would not have to do anything, and it covers all of our accounts. The amount would be whatever our accounts add up to minus the $250,000.00 that is federally insured. Victoria would get the statements. The Right of Substitution would be signed by Tish, and the entire committee will sign the Pledge agreement, have it notarized and mailed. The Credit Card that Angela Armstrong had has been shredded and that account closed. This action was recommended by our Auditor. The amount for Hoffman, Tranel, PC was coded for Accounting and should have been coded for Audit.

	Angela wanted to revisit the OPS-027 Credit Card Policy as she strongly feels that we should change it to GOV-012 so that it falls under Governance. There was much discussion and she asked to amend the previous motion.
Recommendations:	Recommend that the Board agrees to purchase a Pledge Bond at the May 28, 2026, meeting and vote on this at the May 28th meeting. Recommend to the Board approval of the GOV-013 Financial Internal Controls Policy. Victoria will correct the coding error with Carpentier, Mitchell, Goddard & Company.
Motion:	Pubali Kundu: To approve GOV-013 Financial Internal Controls Policy with the deletion of **without independent review and approval** from 4.2 and update Cross-Referencing to add GOV-012
Second:	Janene Finley
Vote:	All Ayes
Motion:	Angela Moody: I move to amend the motion to accept the OPS-027 Credit Card Use Policy by renaming it the GOV-012 Credit Card Use Policy, and Cross-Referencing it with GOV-010 Library Funds, Expenses, and Oversight Policy
Second:	Pubali Kundu
Vote:	All Ayes
ACTION:	To vote on purchasing a Pledge Bond to cover our funds beyond the FDIC amount of $250,000.
Policy Committee (Angela Moody)	
Report Summary:	No report as the policies being recommended came out of Program and Finance Committees.
VIII. Old Business	
IX. New Business	
X. Adjournment	
Motion to Adjourn:	Pubali Kundu
Second:	Janene Finley
Vote:	All Ayes
Time of Adjournment:	7:45 pm

Minutes Submitted By: Bonnie Lawhorn, Secretary with edits by Victoria Blackmer, Director
Date Submitted: April 24, 2026