



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

Call to Order	7:16 pm by Robert Hagen, President, quorum was declared
Present	Robert Hagen (President) Brad Hoffman (Vice President) Victoria Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Liz Heisler (Trustee) Laina Cross Harris (Trustee)
Absent	Erin Schroeder (Trustee)

APPROVAL OF MINUTES FROM PREVIOUS MEETING	
<ul style="list-style-type: none"> Minutes were approved from the last meeting with Brad motioning and Tammy, 2nd. All ayes from the rest of the Board. 	
PRESIDENT'S REPORT	
<ul style="list-style-type: none"> Elizabeth Heiser (Liz), was given the oath of office by Tammy. Jen gave us the update of the Financial Report. Victoria and she met and discovered credit lines aren't feeding into the QuickBooks - Victoria is investigating this. They also documented how to do the bank reconciliation process for future Treasurer's. The Financial report was approved. Brad let us know that a Bill passed in IL Senate today that if the library restricts books of any kind the library will be not eligible to get state grants. Discussion was held on the Endorsement of Library Bill of Rights, Freedom to Read, Material Selections and Reconsideration Policies. Laina motioned to accept the policies, Liz seconded this. All ayes from the rest of the Board. Treasurer's Bond information - Victoria obtained information from our insurance company on this. We can spend \$359 per year and have a cap of \$100,000 coverage. Does the bond cover mistakes made - Yes. We could get a levy to cover this cost for next year under liabilities. Victoria will check with the insurance company that this is not covered under any other part of our policy. The Bond is with CNA Surety. It was motioned to spend \$359 for \$100,000 coverage with Brad making the motion and Jen seconded it. All ayes from the rest of the Board. Victoria reminded everyone that as we schedule committee meetings to please include her. SOP Document update - Victoria is working on the In Case of Emergency for staff with situations such as Smell Smoke, Water Main Break, etc. 	

- Jen reminded us that we all need to do the necessary training for the library. Victoria will send the links out to Liz.

SECRETARY'S REPORT

- No report

TREASURER'S REPORT

- Discussed in President's Report

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 \$24 per hour for the next fiscal year.

DIRECTOR'S REPORT

- Kaylee was hired on 2/13/2023 and has been doing wonderful. She has every day of the week scheduled with 1 - 2 activities. Lots of compliments on this from patrons.
- Victoria and Kaylee attended the IL Youth Service Conference in Bloomington last week. There were many sessions to attend so they both attended different sessions. Information was given on Passive Programming. This really pulls in the teens for programs but they are adding passive programming for children too.
- Supplies are available to check out in the library to make different kits and items. Such as bullet journalling, origami, friendship bracelets.
- Family Programming - The Peeps Diorama program has really taken off. Victoria reminded us to vote on FaceBook.
- Staff is working hard on having a Tiny Art Show in April - participants would be given a 4x4 canvas to paint, use markers/crayons on or design however they choose.
- There is really not a good way to track Passive Programming. An example of this is the kids puzzles, they aren't checked out but children use these everyday at the library.
- Victoria talked with Angie about developing into the role of Adult Programming Assistant. She is waiting on a response from Angie.
- Jen complimented Kaylee on carrying a theme through all week. This involves manipulation stations and the story time theme as well as others.
- Comments were made that we need to provide step stools for children to wash their hands at the sink in the kids section and also the restrooms.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- IMRF - Penny from the Village will be having a session with the IMRF new agent for this area for Coal Valley's new police officers and will include Victoria. Anyone else interested - Jen, Tammy, and Pastor

- Only the Village of Coal Valley is on the Deed for the building and the library has a right of occupancy until 2037. Maybe we need to revisit this when it is time for expansion for the library.

STRATEGIC PLANNING SESSIONS

● Program, Services and Acquisition Committee

- Currently the library is understaffed. A part time hire to continue offering additional programming for Teens and Adults is recommended.
- The Library should serve as a site for Early Intervention - we would be the host and spread the word. Have a Board up that shows what is happening in the community.
- Have the Rock Island County Health Dept do Blood pressure checks. Laina will talk with them about that.
- Library Outreach - Park Program, story hours in parks around the village.
- Garden Seed Library is having a lot of compliments on this. The staff is trying to keep track of the popular seeds.
- Project Next Gen - is for STEM based items and classes.

● Building Committee

- As our building is 21 years old there is concern for several new items such as roof, furnace and air conditioning. This would come from the fund we pay the village yearly for our building.
- Also concerns about if we are fully accessible for the Disability Act. Maybe have automatic opening doors for our side of the building, have our doors into the library open and close slower so that children do not get their fingers caught. Tammy will have Mark look into this for us.

● Employee Committee

- This committee worked on an annual evaluation for Victoria. Everyone on the Board liked it and it will be used for Victoria this year. Victoria will modify this evaluation for her staff.
- They will have a meeting before our meeting on April 27 for last minute discussion. They will complete Victoria's evaluation on May 9 and the Board will have a closed session at our May 25 meeting.

● Finance Committee

- Discussion on IMRF - not having this is the reason that people leave the library they are with to go to other libraries.
- The other committee meetings helped the finance committee to know what to plan for.
- Jen also gave updates on taking the OMA and FIOA training. This helps us to get grants if all members have this training.

ADJOURNMENT-

- Meeting adjourned at 8:47 pm - motion made by Brad and Laina seconded.

AGENDA FOR NEXT MEETING

Next Meeting is April 27, 2023

- The Finance Committee will have a meeting on June 6 at 6 pm to finalize the budget.

ACTION ITEMS

1. Trustees please complete FOIA and OMA training.