



Robert R. Jones Public Library Board of Directors
Board Meeting
October 20, 2022

Call to Order	7:15 pm by Robert Hagen, President, quorum was declared
Present	Robert Hagen (President) Brad Hoffman (Vice President) Vicky Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Laina Cross Harris (Trustee)
Absent	Erin Schroeder (Trustee)

APPROVAL OF MINUTES FROM PREVIOUS MEETING	
<ul style="list-style-type: none"> ● Meeting minutes from September 29 were approved Brad Moved for this and Laina seconded, motion passed. 	
PRESIDENT’S REPORT	
<ul style="list-style-type: none"> ● Lisa Windus has resigned from the board effective 9/30/2022. We will need to vote for a new secretary. 	
SECRETARY’S REPORT	
<ul style="list-style-type: none"> ● Tammy Saelens was nominated for the new secretary. Jen moved and Brad seconded, motion passed 	
TREASURER’S REPORT	
<ul style="list-style-type: none"> ● No major changes. ● Paid Demco for furniture. ● Computers are still a ways out. When computers rec’d Casey Kelly, IT go to person, will help put security on public computers so they can’t see Administrative computers. ● Misc Income is the per Capita Income errors made by the state and it comes late in the year. ● Motion made by Laina to accept Second by Brad All the rest Ayes 	
NEW BUSINESS	
<ul style="list-style-type: none"> ● Kim Hoffman of Hoffman & Tranel, PC was invited to the board meeting. She gave us an update of our yearly audit. <ul style="list-style-type: none"> ○ We are in good shape per Kim. ○ Explained the Fund Balance and how we gained \$27,880. ○ Stressed how we need to always stay informed ○ A check signer should review the bank statements monthly. ○ Everyone with bank access - use what you have to keep everyone above question 	

- Change Jen and Vicky are making is - Jen will reconcile bank statements to the books with Vicky to be sure everything is correct and accurate.
- Discussion of a new trustee - Liz Hysler is interested and approached Jen and wanted to know about being on the board. We will also open the position to everyone via FaceBook.
- Brad, Jen and Tammy will go to the Blackhawk Bank to get Tammy on as a check signer.
- Jen and Tammy will go through the safety deposit box and inventory what is in the box.
- Paster obtained 1 key for safety deposit box from Dale. Pastor will talk with Jorja Beert and Tom's wife to see if they might have the other one from when their husband's were treasurers.
- Question re: SSN only needs for background check for staff or someone teaching a children's class. We do not keep SSN for library card members.
- Discussion of the Levy (which is how RRJ Library is funded) Jen motioned to approve Levy wording, Laina seconded.
- Discussion of Christmas Bonus for staff.

BYLAW REVIEW OF CHANGES FROM OCTOBER 20, 2022 MEETING

MEETINGS, QUORUM, VOTING

- Swap out the Meeting and Quorum from page 18 but keep the language about votes ("All votes on any questions shall be by ayes and nays...")

OFFICERS & TERMS OF OFFICE

- Change to majority vote instead of by a ballot vote.

DUTIES OF OFFICERS

- Everything was good here.

SECRETARY

- Everything was good here.

TREASURER

- Change the "published in a local newspaper within 60 days..." to be done by the Director
- Add running/presenting monthly report to the board during meetings
- Vicky needs to figure out how to get Jen access to Quickbooks so she can run reports

NEW TRUSTEES

- Need to change the first sentence from "examine" to tour the property

COMMITTEES

Standing

- Terms shall be for one year commencing at the June meeting.
- Size to a chairperson and two trustees

Program, Services, & Acquisition Committee

- Everything is good here

Building Committee

- Everything is good here

Employee Committee

- Everything is good here

Finance Committee:

- Everything is good here

SYSTEM REPRESENTATIVE

- Everything is good here

PARLIAMENTARY PROCEDURE

- Everything is good here.

THE LIBRARY DIRECTOR

- Add "Reference current job description."

ADD VACANCIES to the updated version as it stands in the old version. Update to something like, "The Trustee has been absent without cause for one year."

COPYRIGHT AND RECORD RETENTION SECTION

Circulation Records section

- Last paragraph - The library staff member shall be changed to Library Director.

FISCAL YEAR

- Fiscal Year is correct everywhere

AMENDMENTS

- Everything is good here

DIRECTOR'S REPORT

GENERAL UPDATES

- Monthly program numbers this week are about the same as they were last week
- New tables are in and put together.
- Discussion regarding getting TV's for kids and Young Adults section and to run electricity. TV's will be used for an example when the Figge comes and would like to show a program. Brad will send electricians he knows.
- Grants: Vicky did apply for the Moline Foundation's fall grant cycle. She's not expecting a full funding but anticipates some amount to come from this grant.
- Vicky was asked to join the Public Library Association's (PLA) Annual Conference. She will continue as the Illinois Library Association's Small and Rural Libraries Forum manager through the annual conference and possibly beyond into 2023.

POLICIES

- OMA and FOIA are recommended by COSLA. The recommendation is for the trustees to take these trainings as well. The goal is for all of us to complete training by December 31, 2022.
- Motion to accept the Electronic Meetings Policy, Identity Protection Policy, Indemnification and Insurance Policy and American Library Association Ethics Statement for Public Library Trustees Policy made by Jen Seconded by Brad

LIBRARY DIRECTOR – JOB DESCRIPTION

- Cross off S and add the statement from Jen’s job description about PR responsibilities – Keeps the public well-informed of the library’s...
- Will also add \$1000 Tuition Reimbursement

YOUTH SERVICES COORDINATOR - JOB DESCRIPTION

- Kelly knows that we are moving forward with this position.
- Remove the current S in Duties and move the current Y duty to this position.
- Will also add \$1000 Tuition Reimbursement

PUBLIC COMMENT

- No one in attendance as this was a special meeting

OLD BUSINESS

- Vicky furnished Brad, Tammy and Laina with the Trustee Petitions and dates needed for these petitions.
- Tammy gave the Oath of Office to everyone and Pastor gave Oath of Office to Tammy.

ADJOURNMENT

- Meeting adjourned at 9:19 pm Brad motioned to end the meeting and Laina seconded.

AGENDA FOR NEXT MEETING

Next Meeting is January 19, 2023

- Finalize updated Bylaws and Job Descriptions

ACTION ITEMS

1. Vicky to create an SOP document that covers what to do in case of an emergency.
2. Complete FOIA and OMA training by 12/31/22
3. Vicky to begin posting public meetings on Facebook page
4. Vicky to help new trustees find election forms and petition
5. Vicky would like to attend Director’s University to learn how to do Levy’s and more items. There is a Bootcamp for Part 2. She will look for this online and would like to attend in person.