



## Board Meeting Minutes

Organization	Robert R. Jones Public Library District Board of Trustees
Meeting Type	Regular Session
Date	January 22, 2026
Time	6:30 pm
Location	Robert R. Jones Public Library District-Community Room
<b>I. Call to Order, Welcome, and Establishment of Quorum</b>	
Call to Order Time:	6:30 pm
Presiding Officer:	Nick Hanna, President
Board Members Present:	Janene Finley, Vice President Bonnie Lawhorn, Trustee Pubali Kundu, Trustee Angela Moody, Trustee
Board Members Absent:	Tish Jackson, Treasurer
Staff Present:	Victoria Blackmer, Director
Quorum Established:	Yes
<b>II. Public Comment</b>	
<b>III. President's Report</b>	
Summary:	Nick thanked everyone for their hard work on reviewing/revising the charters and policies. New Committee Assignments were made to even out the workload.
Discussion Points:	<ul style="list-style-type: none"> <li>Trustee Dianna Saelens resigned effective December 21, 2025, and the resignation was formally accepted on December 22, 2025. The Board expressed appreciation for her service.</li> <li>With a vacancy on the Board, members discussed the importance of identifying a candidate with a specific skill set aligned with the Strategic Plan. Key priorities and language from the Strategic Plan will be incorporated into the position posting.</li> <li>The Board will also need to elect a new Secretary.</li> </ul>
Actions/Decisions:	Diana's access will be removed from all bank accounts.
Motion:	Angela Moody motioned to approve Bonnie Lawhorn as Secretary.
Second:	Janene Finley
Vote:	All Ayes
<b>IV. Secretary's Report</b>	
Approval of Previous Meeting Minutes (date):	November 20, 2025
Motion:	Angela Moody
Second:	Pubali Kundu
Vote:	All Ayes with revision of Janene Finley as Vice President
<b>V. Treasurer's Report</b>	
Financial Summary:	Approval of December and January Financials as presented

Motion to Accept:	Angela Moody
Second:	Janene Finley
Vote:	All Ayes
<b>VI. Director's Report</b>	
<b>VII. Committee Reports</b>	
<b><i>Program Committee (Bonnie Lawhorn)</i></b>	
Report Summary:	Committee met on 12/15/2024 to review/revise policies.
Recommendations:	The changes were sent to the Board for review and vote
Motion:	Bonnie Lawhorn motioned to approve changing Programming Committee to Program Committee and Building Committee to Building and Grounds Committee.
Second:	Angela Moody
Vote:	All Ayes
Motion:	Janene Finley motioned to approve Program Committee Charter with revisions.
Second:	Pubali Kundu
Vote:	All Ayes
Motion:	Angela Moody motioned to approve 11 Operations Policies.
Second:	Janene Finley
Vote:	All Ayes
Motion:	Angela Moody motioned to approve the revised Collection Development Policy
Second:	Janene Finley
Vote:	All Eyes
<b><i>Building and Grounds Committee (Pubali Kundu)</i></b>	
<b><i>Employee Committee (Janene Finley)</i></b>	
Motion:	Angela Moody motioned to approve Employee Committee Charter with revisions.
Second:	Janene Finley
Vote:	All Ayes
Motion:	Angela Moody motioned to approve 7 policies from the Employee Committee.
Second:	Pubali Kundu
Vote:	All Ayes
Motion:	Janene motioned for approval of Employee Handbook
Second:	Angela Moody
Vote:	All Ayes
Motion:	Angela Moody motioned for approval of revised Parental Leave Policy
Second:	Pubali Kundu
Vote:	All Ayes
<b><i>Finance Committee (Tish Jackson) Summarized by Victoria Blackmer</i></b>	
Report Summary:	A \$5,000 donation from the Lowell Foundation was received and deposited into the library's savings account. A recent meeting with Carpentier was productive, and the audit remains in progress as staff continue working with Carpentier and the auditor to resolve IMRF reconciliation issues and a few missing entries. The library is

	currently well under budget for IMRF contributions; the levy was intentionally set higher than needed, and actual employer contributions last year totaled just under \$7,000. The matter appears to be a bookkeeping and reconciliation issue rather than a payment concern. Although some expense lines are slightly over budget at this time, they are expected to balance out as the fiscal year continues.
Recommendations:	Staff will continue to follow up and provide updates as the remaining audit items are resolved. The Finance Committee will review the Board's current contractual agreement with Carpentier and determine whether further evaluation of services is warranted.
Motion:	Angela Moody motioned to approve 1 policy from the Finance Committee
Second:	Bonnie Lawhorn
Vote:	All Ayes
Motion:	Angela Moody motioned to approve revised Indemnification and Insurance Policy
Second:	Pubali Kundu
Vote:	All Ayes
Motion:	Pubali Kundu motioned to approve revised Travel Reimbursement and Education Policy
Second:	Janene Finley
Vote:	All Ayes
<b>Policy Committee (Angela Moody)</b>	
Recommendations:	Begin work on board orientation and bylaws.
<b>VIII. Old Business</b>	
<b>IX. New Business</b>	
Item:	Updated committee posts; updated board member info sheet; and Code of Ethics Agreements were given out.
Discussion:	Tish will need to fill out the Code of Ethics at the next meeting or before.
<b>X. Adjournment</b>	
Motion to Adjourn:	Pubali Kundu
Second:	Angela Moody
Time of Adjournment:	7:55 pm

**Minutes Submitted By: Bonnie Lawhorn, Secretary with the help of Victoria Blackmer, Director**  
**Date Submitted: February 19, 2026**