



Robert R. Jones Public Library Board of Directors
Board Meeting
June 22 , 2023

Call to Order	7:17 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	

PRESIDENT'S REPORT	
<ul style="list-style-type: none"> ● Victoria brought to the Board a Customer Proposal that the village has completed for automatic opening doors. The cost for the Village's doors are \$9,000. Victoria pointed out that we are not ADA compliant but actually the law went into effect 2010 and our building was completed in 2000. <ul style="list-style-type: none"> ○ Maybe a price cut for both groups if the Library also gets doors? Should we have an estimate done? We do have some money in our savings account. We should also have a surplus in 2023 - 2024 if we stay on budget. 36 inch doors are ADA compliant. ○ Motion was made by Liz to have Victoria get a proposal and spend up to \$9,000. Brad seconded the motion. Ayes were Jen, Laina, Paster Naves Tammy ○ A Change Motion Discussion was held on nay vote. Tammy explained she is in favor of the doors but at this stage with just approving a new budget for 2023 - 2024 and we aren't into our new fiscal year. She would also like to see where we end up with the 2022 - 2023 budget. We also aren't exactly sure if the Replacement tax is something we will continue to receive. ○ Previous motion was rescinded. A new motion was made by Liz for Victoria to get a proposal and bring it back to the Board. Brad seconded. All ayes. ○ Tammy will work with Village to get a copy of our rental agreement. The Library is not listed as the owner of the building, only the Village is. In talking about this, since we are tenants maybe it is the Village's responsibility to cover automatic doors for both entrances. ● Tammy brought up that we need to explore Directors and Officers insurance. Currently without this insurance, the Board is personally responsible for items if someone (board member or employee) was to embezzle money. A motion was made by Jen to get a quote on this insurance and seconded by Brad, all ayes. Tammy will investigate this. 	

- For this fiscal year (22-23), Victoria will propose how to divide the \$1,500 Bonus for her employees to the Employee Committee. A motion was made to accept the \$3,500 Bonus for this year by Tammy and Jen seconded. All ayes.
- Everyone looked at the schedule of meetings next year and time change for the meetings. Brad motioned to accept the meeting schedule and Liz seconded. All ayes.

SECRETARY'S REPORT

- Approval of the minutes from 5/25/2023. Brad made the motion to accept and Jen seconded the motion. All ayes.

TREASURER'S REPORT

- Jen explained the new fiscal budget for 2023 - 2024.
- Motion to file the budget for audit was made by Tammy and Laina seconded. All Ayes.
- A change was made to Library Supplies to include category of Processing Repair together
- Discussion of new computer costs and Victoria added we may not need all public computers next time we purchase.
- Payroll Taxes - they almost doubled. They are figured by Quicken. Jen will ask Kim about this.
- Payroll Expenses were added because we added vacation and sick days this year for part-time employees as they never had this before.
- Payroll Discussion - Angie and Kaylee increase due to new positions. For 2022 - 2023, the Board has approved a \$2,000 bonus for Victoria and \$1,500 bonus to be divided between the other employees. \$5,000 bonus money has been allotted for 2023 - 2024 budget year. Bonuses are merit based.
- A new law is going into effect in 2024 that part time employees must be given PTO. We are early on adopting the law.
- A Motion to accept the budget as presented was made by Laina, Brad seconded. All ayes.

NEW BUSINESS

- Tammy read Erin Schroeder's letter of resignation dated 5/25/2023.
- Tammy also read Pastor Hagen's letter of resignation dated 6/22/2023.

DIRECTOR'S REPORT

- The Kickoff for the Summer Reading Program was very successful. Laina and her husband helped with the kickoff.
- Victoria is working on the Libraries website.

- Victoria is also going paperless with the tracking report for the Board. Discussion on how Kaylee is very good and quick with moving items (time wise) when they see they aren't getting a good number of children attending.
- Victoria added a strategic plan survey to the website also. Discussion was held on this and for now Victoria will be removing the link for the survey. We are targeting Fall for the focus groups to help us get our items for the strategic plan.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- OMA and FOIA training completion - Victoria reminded everyone. .
- The next steps for the Strategic Plan is to organize focus groups.

COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** - no report
- **Building Committee** - no report
- **Employee Committee** - no report
- **Finance Committee** - no report

ADJOURNMENT

- Meeting adjourned at 8:29 pm - motion made by Tammy and Liz seconded.

AGENDA FOR NEXT MEETING

Next Meeting is July 27, 2023 at 6:30 pm (note time Change)

ACTION ITEMS

1. Quicken Issues will talk with Kim (auditor) regarding the Payroll Taxes amount.
2. IMRF Cost Study for July meeting.
3. SOP IN CASE OF EMERGENCY - a version is there for staff but Victoria is working on a cleaner one that is laminated and color coded for quick information.
4. Declaring Board vacancies for Erin and Pastor at July meeting.
5. Door Quote from Victoria
6. Tammy will get proposals on D&O insurance from commercial companies. She will also get the completed Rental agreement from the Village.