



Robert R. Jones Public Library Board of Directors  
Board Meeting  
September 21, 2023

<b>Call to Order</b>	6:34 pm by Brad Hoffman, Vice President, quorum was declared
<b>Present</b>	Brad Hoffman (Vice President) Victoria Blackmer (Director) Jennifer Edlefson (Treasurer) Tammy Saelens (Secretary) Liz Heisler (Trustee) Laina Cross Harris (Trustee)
<b>Absent</b>	

**PRESIDENT'S REPORT**

- No Report

**SECRETARY'S REPORT**

- Some corrections were noted that need to be made to the minutes from July 27 and those have been completed as of 9/26/2023.
- Approval of the minutes from 7/27/2023. Liz made the motion to accept and Laina seconded the motion. All ayes.

**TREASURER'S REPORT**

- Kim Hoffman was here on 8/30/2023 for our audit. She will be attending the October meeting to give us the audit report.
- Henry County has not paid their 1st Quarter income but that is normal for them to be behind.
- Insurance seems very high. Tammy will do some checking for bids on this for next year.
- Tammy furnished policies to Victoria to be added to our Google Drive.
- Jen and Victoria will talk with Kim regarding Payroll Taxes being high.
- Jen wants to add line items for Grants Income, Capital Expenditures and IMRF. Board is ok with this.
- Motion to accept the Treasurer's report was made by Tammy, Liz seconded. All ayes.

**NEW BUSINESS**

- Jen talked with Blackhawk Bank and Brad needs to be added to access the safety deposit box.
- Victoria needs to be sure that Pastor has been removed from signing and access to checking + savings has been revoked. Also that Angie gets her credit card with the \$1,000 credit limit that the board approved at the July 27 meeting.
- Friends of the Library account at Blackhawk Bank has been dissolved and that amount added to the checking account. Jeff and Pastor were the only ones with access to this account.
- A follow up Focus meeting with the employees needs to be scheduled by request of the employees. They were not able to get through all the topics. Kaylee suggested this.
- Brad and Victoria are checking calendars for October 9 or 16.

- Trunk or Treat was talked about. Liz, Jen and Tammy will coordinate this. Victoria will make a sign for them to display at the Trunk or Treat for the library.
- Motion for the following Ordinance 2023 - 01 was made by Liz and seconded by Laina. All Ayes. Roll call was taken for this: Jen - Aye, Liz - Aye, Laina - Aye, Brad - Aye, Tammy - Aye
- Motion for approval on the following Ordinance 2023 - 09 was made by Liz and seconded by Tammy. All Ayes. Roll call was taken for this: Jen - Aye, Liz - Aye, Laina - Aye, Brad - Aye, Tammy - Aye
- Motion for approval on the following Ordinance - Resolution Concerning Sale of Non-Resident Fee Cards was made by Liz and seconded by Laina. All Ayes. Roll call was taken for this: Jen - Aye, Liz - Aye, Laina - Aye, Brad - Aye, Tammy - Aye.
- The following Policies and Procedures were approved. Laina made the motion to accept and Liz seconded. All ayes.
  - Background Check
  - Conflict of Interest
  - Bereavement Policy
  - Covid-19
  - Authority to Spend
- Also looked at were the Employee Onboarding/Offboarding procedures and Routine Bank Procedures.
- Victoria will work on a procedure for when someone has interest in becoming a Board Member and what that entails.
- Tammy brought up that in her opinion the Board needs to meet more than 8 times a year. We have a large budget and Victoria has many items to share with us. When we don't have meetings, the next meeting runs for a very long time and she would like to avoid this. Lots of discussion on this. The decision was made to add meetings in November and February to our schedule. For this year, we will call special meetings for November 2023 and February 2024.

#### **DIRECTOR'S REPORT**

- The numbers from Victoria's dashboard looked very good. She has added her vacation and sick time to the Dashboard and will let the Board know how much time of each she has used for the time between meetings.

#### **PUBLIC COMMENT**

- No one in attendance

#### **OLD BUSINESS**

- OMA and FOIA training completion - Brad has completed this. The Board has now completed this requirement.
- Focus Groups have been meeting.

#### **COMMITTEE REPORTS**

- **Program, Services and Acquisition Committee** - no report
- **Building Committee** - Tammy has been meeting with Penny Mullen regarding the Agreement between the Village and Library made in 2002. The Village is in agreement that there should be a fund to replace HVAC units, the roof and other items that are in/on the building. The Library has 3 HVAC units and the Village has 4 units. It was agreed that the library will contribute \$25,000 to start this fund back up again. We will continue to pay the twice a year amount to manage the facilities. The Village's Fiscal year

is January - December. Some items the library should look at per the Village are: needing a shed for storage (agreed by Board), Furnace room in library has items that rest on the furnace and that is a fire hazard (Victoria will be responsible for this). The following are items Penny would like to present to the Village Board in October for being completed in 2024.

- Carpet Cleaned in Board Meeting Room - Library Board voted Yes
- Replacing Lights in the Common/Joint Area with LED lights - Can we get a bid for this before voting
- Tree behind the building taken down - Board will look outside for our next meeting as it was too dark when this topic came up
- Concrete work in front of the building to be done - Board voted Yes
- New Drapes in Board Meeting Room - Board voted No
- Tables Refinished in Board Meeting Room - Board voted No
- Tiles Cleaned in Common/Joint Area - Can we get a bid for this before voting. Our concern is it has been so long that cleaning may take a toll and all tile may need to be replaced.

● **Employee Committee** - no report

● **Finance Committee** - no report

#### **ADJOURNMENT**

- Meeting adjourned at 8:56 pm -Liz made the motion and Laina seconded.

#### **AGENDA FOR NEXT MEETING**

Next Meeting is October 26th , 2023 at 6:30 pm

#### **ACTION ITEMS**

1. Quicken Issues will talk with Kim (auditor) regarding the Payroll Taxes amount.
2. 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. Still pending
3. Tammy will be looking for bids for a new insurance carrier.
4. Victoria will create a formal process for Board Trustee.
5. Victoria will go to Blackhawk Bank and be sure Pastor is no longer able to see the checking and savings account and also obtain a credit card for Angie.
6. Victoria will be making a sign for the Robert R Jones Library for Trunk and Treat on October 24 for Liz, Jen and Tammy to display.
7. Victoria will add the insurance policies to the Google Drive for her and the Board to view.