



Robert R. Jones Public Library Board of Directors
Special Board Meeting
September 15, 2022

Call to Order	7:20pm by Pastor Robert Hagan
Present	Robert Hagan (President) Jennifer Edlefson (Treasurer) Lisa Windus (Secretary) Brad Hoffman (Trustee) Erin Schroeder (Trustee)
Absent	--

APPROVAL OF AGENDA
<ul style="list-style-type: none"> • N/A
APPROVAL OF MINUTES
<ul style="list-style-type: none"> • N/A
BUSINESS FROM PREVIOUS MEETING
<ul style="list-style-type: none"> • Reminder that we're planning to review bylaws at next week's meeting on 9/22/22 so review and be prepared. <i>(Please note that the agenda for next week changed. The update can be found under AGENDA FOR NEXT MEETING.)</i> • We still need to meet with Kim. A date has yet to be set.
NEW BUSINESS
<ul style="list-style-type: none"> • Moved to Closed Session 7:30pm • Lisa moved to move out of closed session, Brad seconded 8:15pm • Erin made a motion to table hiring, review again January 19, 2023, Brad seconded, all others were in favor <ul style="list-style-type: none"> ○ January meeting will take place January 19, 2023 • Computers <ul style="list-style-type: none"> ○ Buy 8-OptiPlex 5000 Small Form Factor computers - \$987.40 and Dell 23 Monitor – P2319H \$162.54 ○ Lisa moved to approve, Erin seconded, all were in favor • Two open positions on the board remain and need to be filled. Two people have been identified. Pastor Hagan will reach out to invite them to our next meeting so that the board can meet them. <ul style="list-style-type: none"> ○ Next meeting will be September 22nd to interview potential board members • Outstanding question: When is Kim coming to meet with us? • We need to ensure we have a way to recycle cardboard. Too much left sitting in the library. How can we do it cheap/free – can it go to Davenport? (Lisa will review options.) • Open House: tabled until next meeting that Victoria attends <ul style="list-style-type: none"> ○ Important to make any event we plan something that attracts a lot of visitors – maybe trunk or treat or possibly Trick or Treat at the library a few days before Halloween • We need to get more information on the website – contact info, names of the board, bylaws, etc.

- Pastor will talk to Victoria about updating her job description to better reflect her daily duties and responsibilities. The written job descriptions will be recreated after we have revised the bylaws. If we're going to do Stay interviews, Pastor will share that as well.
- Erin will touch base with Kelly and Melissa to let them know of plans.
- Next meetings:
 - September 29th – review bylaws
 - October 20th – review bylaws
 - November – TBD
- Erin moved to adjourn, Brad seconded, all agreed – 9:02pm.

AGENDA FOR NEXT MEETING

- Meet individuals interested in joining the Library Board
- Follow-up on Action Items

ACTION ITEMS

1. Lisa to notify Victoria of the approval to purchase computers and let her know that she can order them.
2. Lisa to research recycling options
3. Pastor Hagan to reach out to Board candidates to invite them to next week's meeting
4. Pastor Hagan to touch base with Kim to see when she can attend a meeting with the board.
5. Pastor will talk to Victoria about the plan to update her job description to better represent her day to day. He will also let her know that the board would like to talk with all library employees to get feedback about what the board can do to help them.
6. Erin will touch base with Kelly and Melissa to share plans.