



Robert R. Jones Public Library Board of Directors
900 W 1st Street Coal Valley-Board Room

Date	November 20, 2025
Type of Meeting	Regular Session
Call to Order	6:32 pm by Nick Hanna
Board Members Present	Nick Hanna (President) Dianna Saelens (Secretary) Tish Jackson (Treasurer) Bonnie Lawhorn (Trustee) Janene Finley (Trustee) Angela Moody (Trustee) Pubali Kundu (Trustee)
Board Members Absent	None
Library Staff Members Present	Victoria Blackmer (Director)
Public Comment	
<ul style="list-style-type: none"> • N/A 	
Executive Report (President)	
<ul style="list-style-type: none"> • N/A 	
Approval Of Prior Meeting Minutes (Secretary)	
<ul style="list-style-type: none"> • Approval of the minutes from the October 23, 2025, meeting <i>Motion to accept the Prior Meeting Minutes -Bonnie, Second-Pubali, Vote-All Ayes.</i> 	
Financial Report (Treasurer)	
<ul style="list-style-type: none"> • The September financial report was reviewed. <ul style="list-style-type: none"> ○ As of 11/10/25 no checks had cleared the bank since 9/9/25. Victoria will look into when bills submitted and were paid with Carpentier, Mitchell & Goddard and will follow up with the Board. <i>Action: Motion to accept financial report-Tish, Second-Janene, Vote- All Ayes.</i> • A \$45,000, 6 month CD, was purchased at 3.455% interest. • Signers have been updated at Black Hawk State Bank. • The FY25 Audit will be reported on at the February regular meeting. 	
Director's Report	
<ul style="list-style-type: none"> • Circulation & programming numbers for October 2025 were reviewed. <ul style="list-style-type: none"> ○ Boo at the Zoo (905 participants) were recorded under Toddler Programming. 	

Committee Reports

- **Employee Committee (Janene Finley)**

- The proposed Annual Raise Determination Policy was reviewed.
 - A COLA will be provided annually to staff, no guaranteed range.

Motion to approve the Annual Raise Determination Policy-Angela, Second-Pubali, Vote-All Ayes.
- Employee committee will do an informal review of staffing and will conduct a formal review of Library Director.

- **Policy Committee (Angela Moody)**

- All policies are now coded and aligned.
- Personnel policies will be reviewed prior to the January meeting by the Employee Committee.
- Code of Ethics Policy was reviewed.
 - Board members will now sign a code of ethics statement.

Motion to accept the Code of Ethics Policy-Pubali, Second-Janene, Vote-All in Favor.
- Library Funds, Expenses, and Oversight Policy reviewed.
 - Absorbed the former Authority to Spend policy.

Motion to accept the Library Funds, Expenses, and Oversight Policy-Bonnie, Second-Tish, Vote-All in Favor.
- Approval of Open Meetings and Records Policy
 - Was written as complete the training anytime during tenure on the board, the law is 90 days from swearing in. This will be added to onboarding processes, and records will be kept on file at the library.

Motion to accept the Open Meetings and Records policy-Pubali, Second-Dianna, Vote-All in Favor.

- **Finance Committee (Tish Jackson)**

- Victoria needs to be provided online view only access to the library's checking and savings Black Hawk State Bank accounts.
 - August 2024 meeting minutes this was an approved motion in the meeting minutes, but denied by Black Hawk State Bank.
 - October 2025, Tish was told Victoria could be approved with a new motion from the Board.

Motion for Victoria Blackmer (Library Director) to obtain online view only access to the library's checking and savings account through Black Hawk State Bank-Tish, Second-Angela, Vote-All in Favor.

- **Programming Committee (Bonnie Lawhorn)**

- No Report

- **Building Committee (Dianna Saelens)**

- No Report.

Old Business

- Updated Board Member Contact Sheet and Committee Post Sheet provided.

New Business

- OMA Request for Review Letter.
 - Trustee Saelens submitted a request for OMA Review, seeking clarification if practices from the July 24, 2025 meeting were in compliance with OMA regulations. Trustee Saelens also requested clarification on OMA training.

<ul style="list-style-type: none"> ○ Clarification was provided that all Trustees must receive OMA training within 90 days of swearing in. Clarification was also provided that the practices at the July 24, 2025 meeting were in compliance with OMA.
Adjournment
<i>Motion for Adjournment-Pubali, Second-Dianna</i> 7:49
Next Meeting
Regular Meeting-January 22, 2026 @ 6:30pm
Action Items
<ul style="list-style-type: none"> • Victoria will obtain clarification on the status of bills submitted after 9/9/25.

Minutes Submitted By: Dianna Saelens