



Robert R. Jones Public Library Board of Directors  
Board Meeting  
April 27, 2023

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| <b>Call to Order</b> | 7:17 pm by Brad Hoffman, Vice President, quorum was declared   |
| <b>Present</b>       | Brad Hoffman (Vice President)<br>Victoria Blackmer (Director)<br>Jennifer Edlefson (Treasurer)<br>Tammy Saelens (Secretary)<br>Liz Heisler (Trustee)<br>Laina Cross Harris (Trustee)<br>Erin Schroeder (Trustee) |
| <b>Absent</b>        | Robert Hagen (President)   |

**PRESIDENT'S REPORT**

- No president's report due to Pastor's absence

**SECRETARY'S REPORT**

- Approval of the minutes from 3/23/2023 with some corrections to grammar were obtained. Jen made the motion to accept and Erin seconded the motion.
- Oath of Office given to Brad, Erin and Laina by Tammy. Oath of Office given to Tammy by Jen.

**TREASURER'S REPORT**

- Has the issue with Quicken Reports been resolved? Jen and Victoria will work on that when they balance this month's bank statement.
- The Board agreed that Kaylee Floyd will need a credit card with a \$1,000 limit. This limit can be reviewed later if it needs to be more.
- Brad asked if the budget is still in good shape since we will soon be setting the new budget for the coming fiscal year. Jen said that the budget is in good shape. He also inquired how the budget would be if we were to hire an additional person and that we will need to give raises for the current staff. Jen said that the budget could handle this.
- Finance reports were approved - motion made by Jen and seconded by Liz.

**NEW BUSINESS**

- Brad asked if Angie is interested in the Adult Programming Assistant position. Victoria said she is interested but has not committed yet.
- Jen asked if we could get ad-hoc resources to do this once a month? Victoria said that would be difficult since we don't allow for contractor workers.
- The staff is just starting to track foot traffic. After a person is greeted, the staff watches where they go and then hand tally that. Victoria completes the spreadsheet the next day.

- Discussion was held on posting the agenda and minutes on the website. Victoria can do that and there are some other items on the website that need to be corrected, she mentioned.
- On May 9, the Employee committee will meet to go over all staff's evaluations. The budget for raises will be discussed.
- On May 25, all evaluations will go to the full board. This will be a closed session and could be lengthy.
- IMRF - the representative has not been to Coal Valley yet. Victoria reached out to the rep for information. She needs Board approval to begin a Cost Study(there is a cost to the library) with this representative. The Board approved spending up to \$500 for the cost study. Laina made the motion and Jen seconded this.
  - Amended/Updated 5/10/2023 - Victoria found out the cost would be \$623. The board voted by email to accept this cost. Jen motioned, Brad seconded - all other members voted yes except Erin who had not responded.
- Statement of Economic Interest - Brad and Tammy have completed and mailed back. Laina has hers and will do so before the May 1st deadline.

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

- Tracking Reports were included in the packet. The staff is tracking everything with Excel and Google Forms.
  - Passive Programming sheet with instructions and display in sections.
  - Computer logging being tracked.
  - Tracking when most patrons are here.
  - Children afterschool and the number of Children.
- Red Covered Books were brought out - patrons really enjoyed this.
- Discussion on programs and rewards. Example - Dogman badge Children read the books because they want the badge.
- Victoria will be posting all policies on the website when finished. The staff has access to all policies in a folder on the desk and can copy for anyone who needs it currently.
- SOP Document Update - Victoria is continuing work on this.
- If there are issues with policies approved below, children are addressed and if the issue continues then parents are addressed.
- Job Descriptions for Library Assistant and Adult Programming Assistant are completed and in your packet.
- Victoria will see how much the cost is to use the Prairie Cat app for searching for items as they are much easier to use than the current system we offer. Prairie Cat only allows a library to join 1 time a year. There is a large cost but let's find out so we can add to the budget for the coming fiscal year.
- Discussion was held on Requesting a Book.

- A book may not be ordered if the cost is over \$200. Also if the book can be located through an interlibrary system and borrowed from that library.
- We don't order unique books such as a self published book or video games that other libraries don't have.
- Victoria shared how the staff catalog such items as puzzles and games since there isn't a barcode published from the library system. She can only request 3 a month to have barcodes developed. She is logging these under RRJ generic learning resources. (Good solution) Most of the time if she waits a few months, other libraries have requested the barcode and it becomes available for the staff to use.
- The following policies were approved.
  - Collection Development Policy - Erin motioned, Jen seconded.
  - Gift and Donation Procedure and Policy will be emailed out and approved by email.
  - Disruptive Behavior Policy - Tammy motioned, Brad seconded.
  - Information Services Policy - Liz motioned, Lained seconded.
  - Program Policy - Tammy motioned, Laina seconded.
  - Unattended Children Policy - Erin motioned, Liz seconded.
  - Public Computer Use and Wifi Policy - Brad motioned, Jen seconded.
  - Food Policy - Laina motioned, Erin seconded.
  - Cell Phone Use Policy - Laina motioned, Liz seconded.

**PUBLIC COMMENT**

- No one in attendance

**OLD BUSINESS**

- OMA and FOIA training completion - Victoria reminded everyone. Jen and Tammy have completed.
- Treasurer's Bond - has been secured
- 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 8:39 pm - motion made by Liz and Erin seconded.

**AGENDA FOR NEXT MEETING**

Next Meeting is May 25, 2023 at 7:15 pm

- The Finance Committee will have a meeting on June 6 at 6 pm to finalize the budget.

#### **ACTION ITEMS**

1. Trustees please complete FOIA and OMA training.
2. Prairie Cat Cost
3. Cost Study with IMRF
4. Doors to the library will be looked at for slower shutting by Mark Saelens.
5. Quicken Issues
6. SOP document regarding Case of Emergency for staff.
7. Kaylee Floyd credit card