Robert R. Jones Public Library

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

Date	March 27, 2025
Type of Meeting	Regular Session
Call to Order	6:33pm by Nick Hanna
Board Members Present	Nick Hanna (President) Dianna Saelens (Secretary)-*Joined at 6:36pm* Tish Jackson (Treasurer) Bonnie Lawhorn (Trustee) Janene Finley (Trustee) **Quorum Met**: Yes
Board Members Absent	Laina Cross-Harris (Vice President)
Library Staff Members Present	Victoria Blackmer (Director)
Others Present	None

Public Comment

- N/A

Approval Of Prior Meeting Minutes (Secretary)

- Approval of the minutes from February 27, 2025 meeting
  Motion to accept the Prior Meeting Minutes -Janene Second-Bonnie Vote-All Ayes.

Executive Report (President/Vice President)

- Library advocacy at the local, state, and national level is something we as a board will need to keep on our radar moving forward.

Financial Report (Treasurer)

- February financial report was reviewed.
  - Finance committee is working on a budget amendment related to grant funds received, some line items currently appear to be overspent. The budget amendment will reflect grant funds received and costs associated those grant initiatives.
  - A check was not sent to a presenter, the presenter was paid using petty cash.
- If Carpentier, Mitchell & Goddard can confirm bills that are paid, if done we will not need to pay them to complete reconciliation.

  Action: Motion to accept financial report- Bonnie Second-Tish Vote-All Ayes.

Director's Report

- Books in the adult section are being relocated & weeded to increase space for Young Adult.
- Victoria provided a summary of patronage for the month of February.

Committee Reports

- **Finance Committee (Tish Jackson)**
  - Draft of Budget Amendment was reviewed.
    - Addition of grant income stream.

        - $1000 of grant funds will be added to salaries, due to how payroll is pulled.
        - A report will be added on how grant funds are spent.
        - Board members will have an email vote to approve final draft.
- **Employee Committee (Dianna Saelens)**
    - Provided a breakdown of progress that has been this year regarding employee compensation and job description alignment.
    - Victoria and Dianna collaborated on creating a training plan for staff.
    - Employee benefits are being reviewed.
- **Programming Committee (Bonnie Lawhorn)**
    - Met March 6th.
    - Received an overview of library programs, resources & potential grant opportunities from Victoria and Kaylee.
    - Reviewed community engagement calendar associated with the strategic plan.
- **Building Committee (Laina Cross-Harris)**
    - No Report.

Old Business

- None

New Business

- Open board and staff positions will be publicly posted.

Executive/Closed Session

N/A

Adjournment-7:14 PM

Motion for Adjournment-Dianna   Second-Tish

Next Meeting

Regular Meeting-April 24, 2025 @ 6:30pm

Action Items

- Finance committee will check with Carpentier, Mitchell & Goddard on ability to provide bill payment confirmation.
- Finance committee will finalize budget amendment. Board will vote electronically.
- Victoria will post open board position.
- Victoria will post open staff position.

Minutes Submitted By: Dianna Saelens