



Robert R. Jones Public Library Board of Directors
Special Board Meeting
September 22, 2022

Call to Order	7:19 pm by Pastor Robert Hagen, quorum was declared
Present	Robert Hagen (President) Lisa Windus (Secretary) Brad Hoffman (Trustee) Erin Schroeder (Trustee) Victoria Blackmer (Director)
Absent	Jennifer Edlefson (Treasurer)

APPROVAL OF MINUTES FROM PREVIOUS MEETING	
<ul style="list-style-type: none"> • Approved minutes from last meeting, Lisa moved, Brad seconded 	
PRESIDENT’S REPORT	
<ul style="list-style-type: none"> • Nothing new to report. Pastor has an obligation next week but will attend the meeting. 	
SECRETARY’S REPORT	
<ul style="list-style-type: none"> • New layout for meeting minutes will be updated to directly reflect the agenda format 	
TREASURER’S REPORT	
<ul style="list-style-type: none"> • Deposits we receive are tax reimbursements • Misc. Income is likely the Per Capita grant payments. Victoria will confirm. • Blackhawk Bank and insurance checks will be handled with Deb this week. • Liability insurance should be set up soon • File the treasurer’s report, all approved. 	
NEW BUSINESS	
<ul style="list-style-type: none"> • Met with Trustee candidates <ul style="list-style-type: none"> ○ Laina Cross Harris: grew up in the area, wants to be involved in the community. Just moved to CV. Library is important because it gives us access to learn about the world and provides a variety of free community services. She would like to bring cultural speakers & events to the library. ○ Vicky Henning: Worked as librarian at Horace Mann Elementary for 18.5 years, left to work as a nurse. Is a regular at RRJ Library. Would like to see us bring even more kids into the library. ○ Tammy Saelens: interested in the board so that she can give back to the community. Library was a place she loved and felt at home as a child. She’s impressed with Victoria’s enthusiasm, energy, and the way she’s painted in the library. Has held board positions before – Pres and Treas of parents’ music group at JDMS, was Treas of similar group at MHS. ○ Following interviews, the board discussed their thoughts about best candidates. All agreed that Tammy would be a good fit. Lisa, Brad, and Pastor felt that Laina was also a great candidate. Erin preferred Laina and Tammy. Although we really liked Vicky there were concerns about her travel that kept us from choosing her. 	

- 8:27pm – Lisa motioned to vote on selecting Tammy Saelens and Laina Cross-Harris as new Trustees. Brad seconded. All agreed.
- Pastor will call tomorrow and let them know they've been selected. He will also invite them to the next meeting.

DIRECTOR'S REPORT

- See pages 4-5 of board packet for full notes
- Programs have started back up, there's been a small lull. They've been hesitant to do extensive advertising because they don't know if they'll have Kelly or not.
- Junior Chefs starts next week (upper grade school)
- New teen program starting soon – waiting for STEM table to arrive
- Built a new connection with Mr. Etheridge at BIC. Will connect with new librarian as well so they can partner for programming. In the past, they've done a teacher in-service to demonstrate STEM tools owned by RRJ (robots, etc.). This went over very well and was incredibly helpful for the teachers. The goal is to continue to support the teachers and students at BIC.
- Banned Books display has gotten a ton of attention, has been very popular and education for library guests
- Tomorrow Moline Foundation grant application is due. Vicky will submit a grant application to help cover the cost of computers.
- Added Library Director Job description to the Board packet. This is what the state of Illinois recommends for the Library Director. Vicky believes this is a spot-on job description.
- Vicky is putting together an onboarding packet for new Trustees and will create binders for all members of the board.
- Suggestion made to take FOIA and OMA training so Vicky can use it to show that the board is active in training
- Lisa made a motion to accept the Director's Report, Brad seconded. All accepted.

COMMITTEE REPORTSS

- Program Services and Acquisition (Lisa)
 - Discussed whether to attend Trunk or Treat instead of an Open House. Doesn't seem to be a popular idea. Waiting for Jen to return to make decisions. Lisa doubts that there will be a strong turnout if we don't tie the event to something else that will bring in kids/parents/community.
 - Lisa shared documentation that the board may be overstepping our responsibilities regarding hiring. (It will be attached to the email sent with these minutes.) It seems that the commonly accepted role for the board is to hire a Director and create guidelines for personnel but to allow the Director to make decisions about hiring and bring those to the board for approval.
 - Victoria shared two letters of recommendation for Kelly written by Sherri DeShane and Angie Armstrong
 - Computers have been ordered. Victoria received approval to have Sean (her husband) build her a computer if it doesn't cost more than those we ordered.
- Employee Committee: Nothing to Share
- Finance and Fundraising: Jen was not at the meeting so nothing to share this week. Brad is an official signer now.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

- Kim will be in attendance on October 20th for our next monthly meeting. She will visit on October 4th to meet with Victoria and Jen

- Cardboard was recycled. Lisa will continue to investigate alternative options. In the meantime, Lisa offered to drive it to the recycling center in Davenport.
- One of our children's dept shopping carts had a broken weld. Kelly's dad repaired it and is willing to fix any others as needed.

ADJOURNMENT

- Erin moved to adjourn the meeting; Brad seconded. Adjourned at 9:07pm.

AGENDA FOR NEXT MEETING

- Work on bylaws – 9/29/22

ACTION ITEMS

1. Misc. Income is likely the Per Capita grant payments. Victoria will confirm.
2. Pastor will call selected Trustees tomorrow and let them know they've been selected. He will also invite them to the next meeting.
3. Suggestion made to take FOIA and OMA training so Vicky can use it to show that the board is active in training (Victoria – please provide us with links)
4. Lisa to continue investigating recycling options.
5. Vicky to submit Moline Foundation grant application
6. Vicky to follow-up on Treasurer bonding with Deb at Blackhawk Bank
7. Vicky to assemble Trustee binders and onboard new members