



Robert R. Jones Public Library Board of Directors

Board Meeting

June 27, 2024

Call to Order	6:30 pm by Tammy Saelens, Secretary, quorum was declared
Present	Brad Hoffman (Vice President) on phone Victoria Blackmer (Director) Patricia (Tish) Jackson (Treasurer) Tammy Saelens (Secretary) Laina Cross Harris (Trustee) Dianna Saelens (Trustee) Nick Hanna (Trustee) Liz Heisler (Trustee)
Absent	None

PRESIDENT'S REPORT

- None

SECRETARY'S REPORT

- Approval of the minutes from 05/23/2024 Motion to accept the minutes made by Dianna, Liz seconded the motion.

TREASURER'S REPORT

- Tish said everything has been moving over to Carpentier, Mitchell & Goddard. Victoria has been a big help with this.
- We received our final payment but are \$2,542.05 short of what was supposed to come from Rock Island County. Victoria mentioned she will talk with Barb about this.
- Henry County tax money received and \$473.41 over from what was projected.
- Laina made the motion to accept the financial reports for this month. Liz seconded it. all ayes.
- Profit and Loss shows a net income of \$7299.88 but that may change due to IMRF Pensions expense being incorrect. Joanne from Carpentier working on this.

NEW BUSINESS

- Tammy read the resignations of Brad Hoffman and herself. The Board thanked them for their service.
- New Officers were elected
 - President - Nick Hanna Liz made the motion Laina seconded
 - Vice President - Laina Cross-Harris Liz made the motion Tish seconded
 - Secretary - Dianna Saelens Tish made the motion Liz seconded
 - Treasurer - Tish Jackson Laina made the motion Liz seconded
- New Committees were formed
 - Program - Laina (Chair) and Liz
 - Building - Liz (Chair) Laina, Dianna
 - Employee - Dianna (Chair) and Tish
 - Finance - Tish (chair) and Liz

- Raises that had been suggested by the previous employee were read. Discussion was held and it was decided the new employee committee will work on bonuses and raises.
- Discussion ensued on FY 24-25 new budget. Liz made the motion to accept the new budget and Dianna seconded this.
- Ordinance for the meeting dates was introduced. Discussion was held. Meeting date for August was added. Then discussion was made another date taken out. So the original ordinance was marked out and then ok. Victoria asked Tammy to sign and had drawn a line for Tish to sign. Tammy did not sign because the document does not look professional. Tish made the motion to accept the ordinance and Liz seconded. Once the document looks correct, officers should sign the meeting ordinance.
- As discussed by previous closed Sessions and agreed upon by the Board of Trustees, Carpentier, Mitchell & Goddard in Moline IL will be doing the following items for the Robert R Jones Library: Payroll (Direct Deposit), W-2's, Financial Statements for each meeting and paying all of the bills (they will use a check stock and be printing the Robert R Jones Library information on to the check).
- Tish's signature has been digitized by Carpentier and the Board is ok with only 1 signature on each check now. In case something happens to Tish, all four officers (President, Vice President, Secretary and Treasurer as named above) will go to the bank to sign the form so that Carpentier can switch a signature out if someone resigns from the Board or a tragedy would happen.
- Safety Deposit Box - Nick Hanna, President and Tish Jackson, Treasurer, will have access to this box.
- Please give all four officers (as listed above) view only access to the savings and Checking accounts.
- Also being given view only access to the Checking and Savings accounts are two Carpentier, Mitchell & Goddard employees. Those are JoAnne Rebello and Lyndsey Powell. The Board also approved this.
- Please remove Brad Hoffman, Liz Heisler and Tammy Saelens from the following: Check signers, View only access to the Checking and Saving accounts, the Safety Deposit Box and anything else their name is on.
- Victoria will scan all bills each week on Friday or Thursday (if she will be out of the office on Friday) and then email to Carpentier.
- Stubs for the payroll direct deposit checks will be mailed to the library for all employees.

DIRECTOR'S REPORT

- There was a question re: Passive Programming for Adults and Victoria answered this.

PUBLIC COMMENT

- No one in attendance

OLD BUSINESS

1. Victoria will contact Joanne regarding the IMRF account making entries we are not aware of. **Victoria emailed all Board members the answer for this but Joanne has not made the correcting entries in QB yet.**
2. Victoria will work on changing the financial reports to be landscape. **The financial reports were nicely done.**
3. Victoria will contact the Library State Department with help in clearing the "file cabinet" room. **Their person who did this has left and they are currently searching for a replacement. We are on the list to have the person come out to our library.**
4. Victoria will work on contacting the new Principal of Bicentennial School. **Victoria and Kaylee met with the new principal in early June and will be attending the meet and greet with the staff in August.**
5. Everyone please think of ideas for our strategic plan after Jen's presentation for discussion at the June Meeting. **This will be done in July's meeting**

6. Committee Chairman please schedule meetings for funds your committee may need for next fiscal year. **Done**

7. The Finance Committee is meeting June 6 at 5:30 pm. **Done**

COMMITTEE REPORTS

- **Program, Services and Acquisition Committee** - Laina - no report
- **The Building Committee** - Tammy - reported she had sent Penny's list to her committee. She will now send it to Liz. She said Penny and Ryan have said the furnace room is a fire hazard and needs to be cleaned out. Tammy reminded Victoria that this has been asked to be done before.
- **Employee Committee** - Tammy - No Report
- **Finance Committee** - Tish - No Report

CLOSED SESSION

Board entered a closed session at 8:21 pm. Board exited the closed session at 9:15 pm

ADJOURNMENT

- Meeting adjourned at 9:16 pm - Dianna made the motion and Nick second the motion.

AGENDA FOR NEXT MEETING

The next Meeting is July 25, 2024 at 6:30 pm

ACTION ITEMS

1. Victoria is asking Barb at Rock Island County why all money was not received.
2. Employee committee to meet regarding raises and bonuses.
3. Tammy is checking with Jen for the safety deposit key.