



Board Meeting Minutes

Organization	Robert R. Jones Public Library Board of Trustees
Meeting Type	Regular session
Date	March 26, 2026
Time	6:30 pm
Location	Community Room, 900 1 st St., Coal Valley, IL
I. Call to Order, Welcome, and Establishment of Quorum	
Call to Order Time:	6:35 pm
Presiding Officer:	Janene Finley, Vice President
Board Members Present:	Janene Finley, Vice President Bonnie Lawhorn, Secretary Tish Jackson, Treasurer Angela Moody, Trustee Publai Kundu, Trustee
Board Members Absent:	Nick Hanna, President
Staff Present:	Victoria Blackmer, Director
Quorum Established:	Yes
II. Public Comment	
Name:	N/A
III. President's Report	
Summary:	No report
IV. Secretary's Report	
Approval of Previous Meeting Minutes (date):	March 26, 2026
Motion:	Pubali Kundu
Second:	Angela Moody
Vote:	All Ayes
V. Treasurer's Report	
Financial Summary:	There was a question about the \$975 paid to Carpentier, Mitchell, Goddard & Company. Victoria will check into it.
Key Notes:	Tish and Victoria will meet on 3/30/26 to go over what paperwork is needed for the signatory's. It was suggested that we add to the Bylaws "that all officers will be signatory's on the accounts."
Motion to Accept:	Angela Moody
Second:	Bonnie Lawhorn
Vote:	All Ayes
VI. Director's Report	
Highlights:	Victoria was featured in the Dispatch/Argus highlighting the innovative programs as well as the inviting atmosphere found when one enters the Robert R. Jones Library. More and more people outside of Coal Valley are visiting our library.

Updates:	More patrons are using the Palace Project.
VII. Committee Reports	
Program Committee (Bonnie Lawhorn)	
Report Summary:	No report
Building and Grounds Committee (Pubali Kundu)	
Report Summary:	No report
Employee Committee (Janene Finley)	
Report Summary:	There was an informal evaluation of Victoria in December 2025. There will be a formal evaluation to be completed before May 2026 done by the Executive/Employee Committee.
Recommendations:	The committee will meet to design an Evaluation form, then bring it to the Board for their input (Closed session)?
Finance Committee (Tish Jackson)	
Report Summary:	One firm has responded to Victoria's request for information on their interest and capabilities in handling our financials. Still waiting on additional inquiries. Pubali asked if the firm that handles the Village would be a possibility for us.
Recommendations:	Create a Credit Card Holder Policy and Internal Controls Policy adding the authorization and issuance of the credit cards to the Director's job description.
Policy Committee (Angela Moody)	
Report Summary:	<ul style="list-style-type: none"> • GOV-008 Open Meetings and Records Policy added 2.4 Board and Trustee Training Records • GOV-010 Library Funds, Expenses, and Oversight Policy added 7.5 Unused checks shall be secured in a locked cabinet to which only the Library Director has access. • GOV-011 Recruitment and Appointment Policy added Section 2 Library Employees Reporting to the Library Director; corrected Probationary period to 3 months; and added Section 7 Hours, Pay, and Benefits.
Recommendations:	Suggested to vote on the above policy changes en masse.
Motions:	Bonnie Lawhorn moved that changes to GOV-008, GOV-010, and GOV-011 be voted upon en masse.
Second	Pubali Kundu
Vote:	All Ayes
VIII. Old Business	
Item:	Approval to amend the January 22, 2026 minutes to reflect Secretary, Bonnie Lawhorn being added as a signature on our accounts at Blackhawk Bank & Trust (page 23-25)
Motion (if applicable):	Angela Moody
Second:	Tish Jackson
Vote:	All Ayes
IX. New Business	
Item:	Approval of an employee having a library credit card with a \$1,000 line of credit)
Discussion:	It was suggested that the library adopt a credit card use policy and financial internal control policy prior to approval
Motion (if applicable):	Pubali Kundu moves to table this action

Second:	Angela Moody
Vote:	All Ayes
Item:	Trustee Posting
Discussion	Angela praised the posting on Facebook for the Trustee position
X. Adjournment	
Motion to Adjourn:	Tish Jackson
Second:	Angela Moody
Vote:	All Ayes
Time of Adjournment:	7:48 pm

**Minutes Submitted By: Bonnie Lawhorn, Secretary with edits by Victoria Blackmer,
Director
Date Submitted: April 10, 2026**