



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

<b>Date</b>	July 25, 2024
<b>Type of Meeting</b>	Regular Session
<b>Call to Order</b>	6:36 by Nick Hanna, President
<b>Board Members Present</b>	Nick Hanna (President) Laina Cross Harris (Vice President) Patricia Jackson (Treasurer) Dianna Saelens (Secretary) Liz Heisler (Trustee)
	<b>Quorum Met:</b> Yes
<b>Board Members Absent</b>	None
<b>Library Staff Members Present</b>	Victoria Blackmer (Director)
<b>Others Present</b>	None
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Approval Of Prior Meeting Minutes (Secretary)</b>	<ul style="list-style-type: none"> <li>Approval of the minutes from June 27, 2024.  <i>Motion to accept the Prior Meeting Minutes-Laina    Seconded-Tish    Vote-All Ayes</i></li> </ul>
<b>Oath of Office of New Board Members</b>	N/A
<b>Board Correspondence</b>	N/A
<b>Executive Report (President/Vice President)</b>	<ul style="list-style-type: none"> <li>For FY25 more tasks will be referred to committees so an informed recommendation can be made at Board meetings. This should also enable Board meetings to run more efficiently.</li> </ul>
<b>Financial Report (Treasurer)</b>	<ul style="list-style-type: none"> <li>The accounting responsibilities of payroll, W-2's, financial statements, and the payment of bills have been turned over to Carpentier, Mitchell &amp; Goddard. The first FY25 report, reflecting July 2024 accounting activity, will be provided for the August meeting.</li> <li>All newly seated Board Officers (President, Vice President, &amp; Secretary) have signatures on file at Black Hawk State Bank as backup should circumstances prevent Tish from fulfilling Treasurer duties, in particular duties related to check signing.</li> <li>All newly seated Board Officers (President, Vice President, &amp; Secretary), after receiving a username &amp; password from Black Hawk State Bank, will have read-only access for the library's checking &amp; savings account. Board Officers will log into the account monthly to maintain read-only access.</li> </ul>

- We are still waiting to hear about the library’s FY25 Rock Island County Replacement Tax allocation. All FY 24 distributions have been received and align with the county’s settlement sheet.
- We are waiting to hear the IMRF Employer tax rate for FY25.
  - IMRF retirement benefits are paid under a defined benefit plan with fixed member contributions. Both member contributions and the benefits to be paid are established by state law. The difference between the cost of legislated retirement benefits and member contributions must be paid from either investment earnings or from employer contributions.
  - Each year, an independent actuary calculates an employer contribution rate for each employer using IMRF’s current assumed rate of return on its investments. This rate, expressed as a percent of participating payroll, determines the employer’s contribution.
- The FY 24 accounting audit will be conducted by Kim Hoffman. Tish is still seeking out estimates for FY25.
- Financial transactions for July 2024 were reviewed.
  - Carpentier, Mitchell, & Goddard caught that the July 15<sup>th</sup> Illinois & Federal withholding payment was not made, due to a disconnect in who was responsible for issuing the payment. There is a possible penalty for the payment delay. Victoria will work with Carpentier, Mitchell, & Goddard to clear up the oversight. Tish will be notified when the situation is resolved.

*Action:*

*Motion to accept the Financial Report-Liz    Seconded-Tish    Vote-All Ayes*

**Old Business**

- Board Officers have signatures on file with Black Hawk State Bank, as noted in the Treasurer’s Report.
- Victoria provided clarification on the Rock Island County Replacement Tax distribution schedule.
  - 8 distributions are provided per calendar year, causing distributions to cross fiscal years.

**New Business**

- Victoria’s draft of the library’s FY25-FY29 Strategic Plan was presented and discussed. Victoria will make the changes agreed upon by the Board and will email the document out for final review and Board vote.

*Action*

*Motion to approve the edited Strategic Plan via email-Laina    Seconded-Tish    Vote-All Ayes*

- With the approval of the June Board Meeting Minutes, the two open Board seats can be posted. Potential Board Members will submit their resumes to Victoria.
- August meeting petitions will be shared for all Board members who have joined since the last election, and for any seats that are up for renewal. Election is in April.

**Director’s Report**

- The library has experienced a 6% increase in Young Adult participation.
- Inter-Library Loan numbers exceed Borrowing Requests, meaning patrons are satisfied with the library’s material selection.
- Board members reported it would be helpful if the Director’s Report contained both the previous report and current report data for comparison. Board members also noted a report key would assist with understanding abbreviations.

<b>Committee Reports</b>
<ul style="list-style-type: none"> <li>• Program, Services, and Acquisition Committee (Laina Harris)- <ul style="list-style-type: none"> <li>○ No Report</li> </ul> </li> <li>• Building Committee (Liz Heisler)-</li> <li>• Per the Village and County Building Inspector, the File Room needs to be organized and consolidated as the electrical panel cannot be accessed in its current state.</li> <li>• Employee Committee (Dianna Saelens)- <ul style="list-style-type: none"> <li>○ No Report</li> </ul> </li> <li>• Finance Committee (Tish Jackson)- <ul style="list-style-type: none"> <li>○ No Report</li> </ul> </li> </ul>
<b>Executive/Closed Session</b>
N/A
<b>Adjournment</b>
8:19 <i>Motion for Adjournment-Tish Secoded-Liz</i>
<b>Next Meeting</b>
August 22, 2024 at 6:30 pm
<b>Action Items</b>
<ul style="list-style-type: none"> <li>• Victoria will make noted changes to the Strategic Plan and will acquire approval of the final document via email.</li> <li>• Board Officers will obtain username &amp; password for checking/savings account viewing from Black Hawk State Bank.</li> <li>• Tish &amp; Victoria will watch for updated information on the FY25 IMRF Employer contribution percentage to assist with budgeting.</li> <li>• Victoria will organize and consolidate the File Room.</li> <li>• Victoria will post the 2 Board Member openings to the public.</li> <li>• After the Rock Island County Replacement Tax Allocation is known, FY25 potential raises for library staff members can be discussed between the Employee Committee &amp; Director.</li> </ul>

Minutes Submitted By:  
Dianna Saelens, Board Secretary