



**Board Meeting Minutes**

<b>Organization</b>	Robert R. Jones Public Library District Board of Trustees
<b>Meeting Type</b>	Regular Session
<b>Date</b>	February 26, 2026
<b>Time</b>	6:30 pm
<b>Location</b>	Community Room at 900 1 <sup>st</sup> Street, Coal Valley, Illinois
<b>I. Call to Order, Welcome, and Establishment of Quorum</b>	
Call to Order Time:	6:30 pm
Presiding Officer:	Nick Hanna, President
Board Members Present:	Janene Finley, Vice President Bonnie Lawhorn, Secretary Tish Jackson, Treasurer Angela Moody, Trustee Pubali Kundu, Trustee
Board Members Absent:	None
Staff Present:	Victoria Blackmer, Director
Quorum Established:	Yes
Welcome Kim Hoffman of Hoffman and Tranel, PC. The Board reviewed the FY25 audit with Kim Hoffman of Hoffman and Tranel, PC. Recommendations included securing pledged assets to cover funds exceeding FDIC limits, verifying and improving IMRF reporting, enhancing the detail and transparency of accounting records, and addressing several long-outstanding checks that have not cleared.	
<b>II. Public Comment</b>	
<b>III. President's Report</b>	
Summary:	Nick acknowledged the resignation of Angie Armstrong as Adult Program Coordinator and thanked Angela Moody for making a tote bag from the Board for others to donate items to go into it in appreciation of her service.
<b>IV. Secretary's Report</b>	
Approval of Previous Meeting Minutes (date):	January 22, 2026
Motion:	Angela Moody
Second:	Pubali Kundu
Vote:	All ayes
<b>V. Treasurer's Report</b>	
Financial Summary:	The Board discussed preparation for the FY27 budget, which will begin later this spring. Tish reported that there is currently no contract in place with Carpentier and recommended beginning the process of interviewing other accounting firms, particularly those familiar with IMRF. Victoria was asked to reach out to firms to obtain quotes. The Board also discussed contacting Blackhawk Bank & Trust regarding account balances and ensuring pledged assets are in place to cover funds exceeding the \$250,000 FDIC insurance limit. Additionally, new signatures will be completed at the bank.
Motion to Accept:	Tish Jackson

Second:	Janene Finley
Vote:	All ayes
<b>VI. Director's Report</b>	
Highlights:	January's numbers boomed due to successful programming. Children's program, Agents of the Library promotes problem solving, Little Scientists Storytime for toddlers allows for exploration. Kylee has done a great job of filling in doing the QC Live segment on KWQC. We have five minutes of airtime each month through December. Kaylee is back from maternity leave and has resumed doing this spot. The library was awarded a Fiscal Year 2026 Library Services and Technology Act (LSTA) Grant in the amount of \$18,350 for <i>Project Next Generation: Innovate &amp; Create Initiative</i> .
<b>VII. Committee Reports</b>	
<b>Program Committee (Bonnie Lawhorn)</b>	
<b>Building and Grounds Committee (Pubali Kundu)</b>	
<b>Employee Committee (Janene Finley)</b>	
Report Summary:	Janene reported that the library received a FOIA request and that Victoria has followed up. The committee met to discuss if Angela Armstrong's departure would affect the budget. Victoria expressed that Kylee has been extremely effective and would be capable of moving into Angie's position with some mentoring by her and Kaylee. Kylee could progress through a Career Development Plan and move into the role of Adult Services Coordinator. Kylee would take Angie's hours, making her full time and Kaylee would work the evening shift during this transitional phase.
Recommendations:	Kylee DeVore would receive compensation of \$18/hr. starting 3/01/2026 and transition to 40/hour week with expectations of completing a Career Development Plan and a revised job description.
Motions:	Pubali Kundu motions to approve Kylee DeVore receives \$18/hr. for a 40/hr. week starting on 3/01/2026 and completes a Career Development Plan with a revised job description.
Second:	Tish Jackson
Vote:	All ayes
<b>Finance Committee (Tish Jackson)</b>	
<b>Policy Committee (Angela Moody)</b>	
Report Summary:	Start work on the Onboarding Manual
Recommendations:	Look at GOV: 010 to see if we need to add anything
<b>VIII. Old Business</b>	
<b>IX. New Business</b>	
Item:	Action: Appointment of an OMA Officer, tabled until next meeting.
Item:	Victoria demonstrated how to access the shared Google Drive
<b>X. Adjournment</b>	
Motion to Adjourn:	Angela Moody
Second:	Pubali Kundu
Time of Adjournment:	8:58 pm