



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

<b>Date</b>	September 19, 2024	
<b>Type of Meeting</b>	Regular Session	
<b>Call to Order</b>	6:36 by Laina Cross-Harris	
<b>Board Members Present</b>	Laina Cross-Harris (Vice President) Patricia Jackson (Treasurer) Dianna Saelens (Secretary) Liz Heisler-By Phone due to Illness (Trustee)	<b>Quorum Met:</b> Yes
<b>Board Members Absent</b>	Nick Hanna (President)	
<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>Change to Agenda</b>		
<i>Motion for a one-time change meeting order, to review Committee Reports before Old Business.          Motion-Tish Secoded-Dianna Vote-All Ayes</i>		
<b>Interview of Potential New Board Members (2 Openings)</b>		
<ul style="list-style-type: none"> <li>Angela Moody</li> <li>Bonnie Lawhorn</li> </ul> <p>Both candidates met the qualification standards outlined by the Board of Trustees.  <i>Motion to appoint both highly qualified applicants to the Board of Trustees-Tish          Secoded-Dianna Vote-All Ayes</i></p>		
<b>Approval Of Prior Meeting Minutes (Secretary)</b>		
<ul style="list-style-type: none"> <li>Approval of the minutes from August 22, 2024.  <i>Motion to accept the Prior Meeting Minutes-Tish Secoded-Liz 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>		
N/A		
<b>Financial Report (Treasurer)</b>		
<ul style="list-style-type: none"> <li>On the August Cash Disbursement Report income tax payments were questioned, Carpentier, Mitchell, and Goddard stated these were related to starting accounts, a standard practice.</li> <li>Replacement Tax allocation for FY25-\$ 23,346 (Compared to FY24-\$34,654)</li> <li>To have checking &amp; savings account view access Victoria needs to be approved as a check signer, per Black Hawk State Bank. Approval of the Board President must be obtained before Victoria signs any checks.</li> </ul>		

<p><i>Action: Motion for Victoria Blackmer (Library Director) to be added to the approved list of check signers and obtain view only access to the library's checking and savings accounts through Black Hawk State Bank-Dianna Secoded-Tish Vote-All Ayes</i></p> <ul style="list-style-type: none"> <li>• On the Financial Statement of Activities, charges to the line item "Travel Dues &amp; Education" was questioned. It is believed this line item is for professional memberships, Victoria will verify.</li> <li>• Now that the fiscal audit for FY24 has been completed, Victoria will look into cancelling QuickBooks subscription.</li> </ul> <p><i>Action: Motion to accept the Financial Report-Tish Secoded-Dianna Vote-All Ayes</i></p>
<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Finance Committee (Tish Jackson)</b> <ul style="list-style-type: none"> <li>○ With the actual Replacement Tax allotment known, adjustments made to the draft budget. A final draft of the budget was presented to the board to review. Budget to be voted on was posted in library entry way for public viewing for 30 days prior to meeting.</li> </ul> <p><i>Action: Motion for final approval of the FY 25 Budget-Tish Secoded-Liz Vote-All Ayes</i></p> </li> <li>• <b>Employee Committee (Dianna Saelens)</b> <ul style="list-style-type: none"> <li>○ For the last two fiscal years staff have only received bonuses, not raises. For FY 25 Employee Committee wants to create a salary scale for staff that is fitting for a library our size &amp; justifiable.</li> </ul> <p><i>Action: Motion for the approval of a revised salary scale to be developed by the Employee Committee in partnership with the library Director-Dianna Secoded-Tish Vote-All Ayes</i></p> </li> <li>• <b>Programming Committee (Laina Cross-Harris)</b> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> </li> <li>• <b>Building Committee (Liz Heisler)</b> <ul style="list-style-type: none"> <li>○ No Report</li> </ul> </li> </ul>
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Victoria has organized the file room in accordance with fire safety regulations.</li> <li>• Victoria has written procedures and has started the process of training Kaylee on back-up protocols for submitting billing and payroll to Carpentier, Mitchell, &amp; Goddard. Training will be completed by the October meeting.</li> <li>• Election packets have been distributed to Board members.</li> </ul>
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Victoria's will be participating in the Bicentennial PTA Family Reading Night on September 26<sup>th</sup>.</li> <li>• The Victoria and Dianna will participate in the Coal Valley Trunk or Treat on October 22<sup>nd</sup>.</li> <li>• Liz Heisler submitted her Board resignation letter, effective following the September Board Meeting.</li> </ul>
<p><b>Director's Report</b></p> <ul style="list-style-type: none"> <li>• Youth attendance has experienced a decline with children being back in school.</li> <li>• Patrons are now being asked to register 48 hours before an event to help with planning of supplies and to prevent staff burn out from having to adjust plans to accommodate last minute/walk-in participants.</li> </ul>
<p><b>Executive/Closed Session</b></p> <p>N/A</p>
<p><b>Adjournment</b></p> <p>8:07</p>

<i>Motion for Adjournment-Dianna Secoded-Tish</i>
<b>Next Meeting</b>
October 24 <sup>th</sup> at 6:30 pm* <i>*Time of meeting may need to be adjusted due to several board members having scheduling conflicts for that evening.</i>
<b>Action Items</b>
<ul style="list-style-type: none"> <li>• Board President &amp; Library Director will begin the process of onboarding new trustees.</li> <li>• Victoria will provide board members with an update on the “Travel Dues &amp; Education” line item at the next Board meeting.</li> <li>• Victoria will look into cancelling the QuickBooks subscription.</li> <li>• Victoria will finish training Kaylee on back-up billing &amp; payroll protocols.</li> </ul>

Minutes Submitted By:  
Dianna Saelens, Board Secretary