



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

Date	October 24, 2024
Type of Meeting	Regular Session
Call to Order	6:29 by Nick Hanna
Board Members Present	Nick Hanna (President) Laina Cross-Harris (Vice President) Bonnie Lawhorn (Trustee) Janene Finley (Trustee)
	Quorum Met: Yes
Board Members Absent	Patricia Jackson, Dianna Saelens
Library Staff Members Present	Victoria Blackmer (Director)
Others Present	Kim Hoffman (Independent Auditor)
Public Comment	<ul style="list-style-type: none"> None
Annual Financial Report and Independent Auditor's Report	<ul style="list-style-type: none"> Kim Hoffman presented the annual financial report and independent auditor's report. No material weaknesses or significant deficiencies found. She will submit the financial report to the Office of the State Comptroller on our behalf
Executive Report (President/Vice President)	<ul style="list-style-type: none"> Nick Hanna thanked Laina for running last month's meeting. Gave thanks to Victoria for completing EBSCO conversion and getting the strategic plan out on the website as well as a physical copy to board members. Made remarks about recent community involvement: Trunk or Treat, Boo at the Zoo, Family Literacy night at Bicentennial
Oath of Office for New Board Members (Secretary)	<ul style="list-style-type: none"> Bonnie Lawhorn Janene Finley Sworn in by: Laina (in lieu of Dianna)
Approval Of Prior Meeting Minutes (Secretary)	<ul style="list-style-type: none"> Approval of the minutes from September 19th, 2024 <i>Motion to accept the prior meeting minutes-Laina Seconded-Janene Vote-All Ayes</i>
Board Correspondence	N/A
Financial Report (Treasurer)	Presented by Victoria in lieu of Tish <ul style="list-style-type: none"> Nick asked about 'Wells Fargo Vendor financial services in the amount of \$105.55 charged on 9/30/24. It was explained it is the monthly lease paid to Ricoh for the printer. The \$73.34 paid directly to Ricoh USA, Inc. covers the usage.

- It was clarified that the Blackhawk Bank & Trust payments for the credit card usage was for both programming and AV orders.

Action: Motion to accept the Financial Report- Bonnie Secoded-Laina Vote-All Ayes

Director's Report

- Due to the Library being at capacity weeding is constant with a one-in/one-out policy. Additional larger projects will continue for juvenile and non-fiction. Weeding is based on: Non-fiction = timeliness/efficiency. Technology = anything older than 5 years. All genres = if not circulated in a five-year span. *Note all juvenile books weeded are offered to local schools
- Due to several new members a more robust outline of the librarian's report was presented.
- Explanation of Prairie Cat's ability to open doors after the ending of RiverShare. All Iowa cities/districts declined Prairie Cat's invitation to join establishment. However, for Davenport only, patrons can apply for a reciprocal borrowing card *Note must be physically returned from the library it was checked out at

Committee Reports

- **Finance Committee (presented by Victoria on behalf of Tish Jackson)**
 - Brief overview of the Tax Levy Process: Includes five categories that may not be increased beyond 5% else it must be presented as a referendum in the April election cycle.
 - Last referendum needed by RRJPL was to construct current building.
 - During education for directors, it was heavily suggested that levies be increased each year due to natural inflation. This will also decrease likelihood of having to present a referendum.
 - IMRF can be levied for it's first year over the 5%, but it is uncertain if your first levy year must be the year you join. This will be investigated.
 - Levy suggestions will be presented by the Finance Committee during the November meeting.
- **Employee Committee (Dianna Saelens)**
 - No Report
- **Programming Committee (Laina Cross-Harris)**
 - No Report
- **Building Committee**
 - No Report

Old Business

- Process for onboarding new trustees has begun by Board President and Library Director
- **Victoria will provide board member with an update on the "Travel Dues & Education" line item at the next board meeting:** This was for CPR training of all staff members (every 2 years) to house the AED Defibrillator. Currently no epi pens available, further research needed.
- **Victoria will investigate cancelling the QuickBooks subscription:** Has reached out to their support via email but have not heard back. She will be calling them to follow up.
- **Victoria will finish training Kaylee on back-up billing and payroll protocols:** The procedure has been physically presented and reviewed

New Business

- Committee appointments by Nick Hanna
 - Janene added as member of both Finance and Building Committees
 - Bonnie added as Programming Committee Chair
 - Laina to remain as member of Programming Committee and added as Building Committee Chair

<ul style="list-style-type: none"> • Now that meeting minutes have been approved, there is an official vacancy
Adjournment
8:07PM <i>Motion for Adjournment- Bonnie Secoded-Laina</i>
Next Meeting
November 21 st at 6:30 pm
Action Items
<ul style="list-style-type: none"> • Finance Committee and Victoria will look into options for levying IMRF. • Victoria will advertise board vacancy. • Employee Committee to finalize staff compensation for next meeting

Minutes Submitted By:
 Laina Cross-Harris, Vice President