



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

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| Date | August 22, 2024 | |
| Type of Meeting | Regular Session | |
| Call to Order | 6:33 by Nick Hanna, President | |
| Board Members Present | Nick Hanna (President) Patricia Jackson (Treasurer) Dianna Saelens (Secretary) Liz Heisler (Trustee) | Quorum Met: Yes |
| Board Members Absent | Laina Cross Harris (Vice President) | |
| Library Staff Members Present | Victoria Blackmer (Director) | |
| Others Present | None | |
| Public Comment | | |
| <ul style="list-style-type: none"> None | | |
| Approval Of Prior Meeting Minutes (Secretary) | | |
| <ul style="list-style-type: none"> Approval of the minutes from July 25, 2024. <ul style="list-style-type: none"> Addendum to the Minutes: On August 13, 2024 board members voted via email to approve the final draft of the library's strategic plan. Motion was made by Tish, Dianna seconded, all voted in favor. <p style="text-align: center;"><i>Action-Motion to accept the Prior Meeting Minutes with the Addendum of the vote to approve the Strategic Plan. Motion-Tish Secoded-Liz Vote-All Ayes</i></p> | | |
| Interview or Oath of Office of New Board Members | | |
| <ul style="list-style-type: none"> Interviews of potential board members will occur at the September 19, 2024 meeting. | | |
| Board Correspondence | | |
| N/A | | |
| Executive Report (President/Vice President) | | |
| <ul style="list-style-type: none"> All agenda items must be submitted to Victoria by the Friday preceding a board meeting. | | |
| Financial Report (Treasurer) | | |
| <ul style="list-style-type: none"> A letter was mailed to board members from Kim Hoffman, the FY 24 audit will be completed and available by October 15th. Some overages were noted in budget areas on the financial report, Victoria stated those overages were due to billing cycles and fiscal years not aligning, some overages were also due to the increased expenditures in July for Summer Reading materials. Decreased expenditures in August/September will balance out the budget overages. There was a question about the income tax payments in the Cash Disbursement report. Clarification will be obtained from Carpentier, Mitchell, and Goddard. | | |

- August 3rd Victoria notified board members of some issues with the lock to her office door as well as the lock to the library's outward facing doors. Both door locks were repaired.
- Carpentier, Mitchell, and Goddard will be asked if account codes can be included on the next Cash Disbursements report.
- The IMRF Employer Contribution percentage for FY25 is 4.54%, down from 6.19% in FY24.
- Replacement Tax allocations were released on August 22nd, Victoria will share the library's FY 25 allocation with the finance committee so the budget can be finalized. The finalized budget will be voted on by the full board at the September 19th meeting.

Action: Motion to accept the Financial Report, with the understanding clarification on the income tax disbursements will be provided to the board:

Motion-Liz Secoded-Tish Vote-All Ayes

- Treasurer shared 2 requests based on questions that were asked during the sharing of the Treasurer's Report:
 - If Victoria is unable to be present to submit billing and payroll to Carpentier, Mitchell, and Goddard on a Friday, a back-up to perform these roles needs to be designated. Victoria named Kaylee Floyd as her designee and will begin the process of training Kaylee in these procedures.
 - If there is a question regarding whether or not a payment was issued by Carpentier, Mitchell, & Goddard, Victoria does not have view access to the bank account. This is something the library director should have access to.

Action: Motion for Victoria Blackmer (Library Director) to obtain online view only access to the library's checking and savings accounts through Black Hawk State Bank.

Motion-Nick Secoded-Tish Vote-All Ayes

Motion Follow-up-This action cannot be performed per Black Hawk State Bank, voiding the motion.

Old Business

- The final draft of the strategic plan was approved by the board via email on August 13th.
- Board Officers are in the process of obtaining checking/saving account viewing access from Black Hawk State Bank.
- Victoria and the finance committee have received the FY 25 IMRF Employer Contribution percentages (4.54%).
- Victoria still needs to organize and consolidate the File Room. This action is to be completed by the September 19th meeting of the board.
- Board openings have been posted; applicants will be interviewed at the September 19th meeting.
- The Rock Island County Replacement Tax allocation has been received and will be shared with the finance committee to aid in finalizing the FY25 library budget.

New Business

- The discussion of the Holiday schedule will be postponed until the December meeting.
- Victoria shared what the public copy of the Strategic plan will look like, as well as practices the library will be utilizing to track & monitor progress towards the goals.

Director's Report

- Attendance numbers from July's Boom Bash were unintentionally left out of the July report and are included in this month's report.
- Victoria will add a column documenting the previous month's numbers to the report, as a reference for board members.
- Victoria and Kaylee will be presenting at the PrairieCat (PUG Day) virtual library conference on September 27th. Topic to be presented on is library programming.

Committee Reports

- Program, Services, and Acquisition Committee (Laina Harris)-
 - No Report
- Building Committee (Liz Heisler)-
 - Met August 10, 2024.
 - The Village of Coal Valley (Penny) provided the Building Committee with a wish list of facilities projects. Items of high priority for the Building Committee to address include repairing the tiles in the library entry way and addressing the maintenance concerns in the parking lot. Wish list items the Building Committee will be looking into grants and other means of community support for include repainting the hallway & bathrooms, switching the light fixtures to LED lighting, addressing the landscaping rock concerns behind the building, and replacing the curtains in the meeting room.
- Employee Committee (Dianna Saelens)-
 - Met August 5, 2024.
 - The committee met to discuss the library director's performance plan. As president, Nick is engaging in coaching sessions with Victoria. Additionally, Victoria has registered for training through Coursera. This fiscal year the Employee Committee will be working with Victoria to review salary scales and performance review protocols to ensure library staff have access to resources that align with business best practices.
- Finance Committee (Tish Jackson)-
 - No Report.

Executive/Closed Session

*Action: Motion to end Open session and move to Executive/Closed session to discuss the library director's performance plan.
Motion-Nick Secoded-Tish Vote-All Ayes*

Time Executive/Closed Session Began: 7:46

*Action: Motion to end Executive Closed session and return to Open Session.
Motion-Liz Secoded-Tish Vote-All Ayes*

Time Executive/Closed Session Ended: 8:04

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| Adjournment |
| 8:06 <i>Motion for Adjournment-Tish Secoded-Liz</i> |
| Next Meeting |
| September 19, 2024 at 6:30 pm |
| Action Items |
| <ul style="list-style-type: none"> • A follow-up conversation will be held with Carpentier, Goddard, & Mitchell regarding the questions with the income tax expenditures on the financial report. • A request will be made for Carpentier, Goddard, and Mitchell to include account codes on the Cash Disbursement report. • Board Officers and will obtain username & password for checking/savings account viewing from Black Hawk State Bank. • Finance committee will finalize the FY25 budget so it can be voted on at the September 19th meeting. • Victoria will organize and consolidate the File Room by the September 19th meeting. • Victoria will begin training Kaylee on back-up protocols for submitting billing and payroll to Carpentier, Mitchell, & Goddard. • County election information will be shared with board members at the September 19th meeting. • Interviews of board applicants will occur at the September 19th meeting, prior to the meeting interview questions and scoring rubric will be finalized. • Board members will complete OMA & FOIA training. |

Minutes Submitted By:
Dianna Saelens, Board Secretary