

**River Valley District Library  
Board of Trustees Meeting  
January 24, 2024 5:30 PM**

**Call to Order-** The meeting was called to order at 5:33 PM.

**Attendance-**

Trustees present: President Vicky Buss, Emily Riewerts, David Failing, Marlene Gantt, and Secretary Jill Schutts. Interim Director Kathy Peschang and library patron Bill Anderson also attended. Trustee Jan Schadt was absent. There is one open trustee position.

**Approval of the Minutes-**

Changes were recommended to the January 27, 2024 minutes; the minutes will be presented again at the February meeting for approval.

Emily made a motion to accept the Director Search Committee minutes from January 3rd and January 16, 2024. The motion passed unanimously.

**Financial Reports-**

There were some coding errors that are being fixed. Kathy is straightening out some confusion regarding bills that are on autopay and ones that are no longer on autopay.

**Public Comment-**

Neighbor to the library, Alan Rice, has informed Kathy that a tree on the property line, between the library parking lot and his property, is splitting and branches are touching the telephone line. He is willing to trim or remove the tree.

Kathy will contact the insurance company regarding the issue.

**Director's Report-**

Kathy continues to finish up end of fiscal year paperwork and is organizing bill paying. She has sorted the details for the Per Capita grants the library has been awarded.

The office space for Tech Services is being reconfigured to make sharing the space more accommodating.

The latest edition of the E-Newsletter is breaking.

The garbage pick-up provider, Republic, failed to empty the dumpster following the recent arctic snow storms. Annual price hikes are steep. Reconsidering the trash pick-up provider will be on the agenda for next month.

The Winter Reading Program begins next week featuring take home packets that encourage home interaction.

**Committee Reports-**

*Policy-* Jill, Policy Chair, and Kathy met. Jill will track down all policy changes that have happened in the last year or so and get that information to Kathy. Kathy will update the e-policy manual. Henceforth, Kathy will enter newly adopted policy changes into the manual without another person involved in the process.

*Director Search Committee-* meet twice since our last board meeting. A revised director job description was written and director salary was discussed. The salary discussion continued in this meeting. Vicky provided guidance from Standards for Illinois Public Libraries that states the director's pay should equal a local entry level public school teacher's pay with a master's degree (assuming the Director has a Master's in Library Science). The suggestion is to offer \$48,000-\$55,000.

The next meeting is set for February 7th from 3:30- 4:30 PM.

*Planning, Building and Maintenance-* did not meet.

## **NEW BUSINESS**

**Budget Changes for FY24-25 in View of Director's Search-** The American Library Association recommends 45-50% of the budget is for salaries. Be thinking of where money will come from in the budget to make that adjustment.

As part of Trustee Training, Kathy and Emily will highlight a financial report each month starting with the 12 Month Trending Report next month, unless the audit is ready.

**Engineer for Landscaping Project-** as no permit was required for this job, no motion was made to hire an engineer.

**Hiring Policy-** Discussion of the board confirming new hires and their salaries. Jill will write up the policy for the next meeting.

**Library Director Job Description-** the Director's Job Summary as adapted by the Director Search Committee was presented and minor changes made, such as adding the phrase "maintaining all other legal documentation" to the 7th bullet point under Essential Functions. Emily made a motion to accept the updated Director Job Summary. The motion passed unanimously by roll call vote: Emily Riewerts-aye, David Failing-aye, Marlene Gantt-aye, Jill Schutts-aye, and Vicky Buss- aye.

## **ONGOING BUSINESS**

**Telecommuting Policy-** Jill made a motion to accept changes made to the telecommuting policy. The motion passed unanimously.

**Closed Session, Closed Meeting Minutes-** Additional details were requested, approval of the minutes was tabled.

**Open Meetings Act: Release of Closed Meeting minutes for January 2023-June 2023 and July-December 2023-** tabled.

**Other-** Vicky announced that she will resign from the board after the February Board Meeting.

**Adjournment-** Emily motioned to adjourn at 7:54. The motion passed unanimously.

