

**River Valley District Library
Board of Trustees Meeting
February 28, 2024 5:30 PM**

Call to Order- President Vicky Buss called the meeting to order at 5:30 PM. Other Trustees present: Emily Riewerts, Secretary Jill Schutts, David Failing, and Jan Schadt. Trustee Marlene Gantt was absent; one position remains open. Also attending the meeting were Interim Director Kathy Peschang and district patrons, Sue Hebel and Mary Hemm.

Audit 2023 Presentation by Jim Taylor from Odeon Partners- The independent auditor found River Valley District Library to be totally compliant in our Government Audit Report without qualifications. The District's total net position at June 30, 2023 was \$1,137,961. Net position increased \$5,876 for the year as revenues exceeded expenses.

Looking at RVDL Statement of Net Position, Jim pointed out that the library has 9 and 1/2 months expenses in Unrestricted Net Position, which he indicated was impressive, 2-3 months expenses is more common.

On page 20 of the report, the auditor drew attention to the District's deposits and investments with financial institutions. All bank balances are fully insured or collateralized at June 30, 2023 and that there was no investment custodial risk for the district.

A question was raised regarding how a reserve fund can be spent. Page 15 of the report designates that "the special reserve fund is used to account for the improvement and expansion of the District."

The auditor identified a significant deficiency; the library does not have effective controls over cash disbursements as a result of a lack of segregation of duties. Additionally they suggest supporting documentation for credit card charges be attached to the respective credit card statement, in addition to being maintained electronically, and that all deposits made have corresponding receipt documentation attached.

Emily questioned why liabilities had gone down from the previous year on page 5 of the report. Jim said he would look into it; probably due to payroll liabilities.

Audit presentation finished at 5:55 PM

Approval of Meeting Minutes-

December 27, 2023- Emily made a motion to accept the December Board Meeting Minutes. The motion passed with 4 ayes, Jan abstained.

January 24, 2024- With a correction to the date of the January meeting in Approval of Minutes, Emily made a motion to accept the Jan 24, 2024 Board Meeting Minutes. The motion passed with 4 ayes and one abstention.

February 7th, February 14, and February 21, 2024 Director Search Committee Minutes- Emily made a motion to accept the three DSC minutes, the motion passed unanimously.

Financial Reports- were reviewed and filed for audit. Emily made a motion to accept the financial reports through January 2024. The motion passed unanimously by roll call vote: Emily Riewerts- aye, Jill Schutts-aye, David Failing-aye, Jan Schadt-aye, and Vicky Buss-aye.

Emily gave an overview on how she reviews the financial documents prior to monthly board meetings. Starting with the 12 Month Trending Report, which shows income/expenses for the

last 12 months, look for differences in expenses from one month to the next. When there is an anomaly, check that coded item in other documents to find an explanation.

Regarding income on the twelve month funding report, note that there are sometimes three paydays a month, but usually there are two and at the end of the fiscal year the library receives some funds for the next fiscal year, before the current fiscal year is over.

Public Comments- none.

Director's Report- This month Kathy has been working with the auditor on the audit and the Annual Financial Report. She has generated the annual Treasurer's Report. It will be ready for Treasurer Emily Riewerts to sign tomorrow.

Kathy is working on the annual Illinois State Library Certification and the ILLINET Inter Library Loan and Reciprocal Borrowing Statistical Survey in order to retain membership and eligibility for grants administered by the Illinois State Library.

Kathy led a discussion of potential changes in the library's lawn maintenance routine. Next month we will continue the discussion with official bids from Cutting Edge Services for services such as Spring and Fall clean-up, weed prevention programs as well as mowing that includes edging and blowing.

KONE's annual safety test of the elevator will happen soon. The price of their quarterly servicing of the elevator will be going up 5.95% starting in March. KONE proposes a comprehensive maintenance agreement costing \$6,334.96 per year. The technician estimated that the elevator would need parts replacements over the next 5-10 years but did not recommend the comprehensive maintenance agreement on the library's elevator. Kathy will get more information on KONE's proposals to consider next board meeting.

The seldom used A-Z data bases have been cancelled, saving the library \$600.00 a year.

Emily made a motion to accept the director's report as presented. The motion passed unanimously.

Committee Reports-

Director Search Committee- David and Jan found a director search consultant on RAILS, Lorene Kennard, who charges \$8000.00. The board was amenable to pursue hiring Lorene. Jan will speak to her and ask for a discounted fee. Regarding where the money would come from to hire a consultant, Sue Hebel advised that we amend the budget rather than take from the Special Reserve Fund. We have a possible excess in Legal that could be used to hire a consultant.

Jill advised to add background checks to a service contract with Lorene.

Emily made a motion to pursue Lorene Kennard as a possible Director Search Consultant. The motion passed unanimously.

The DSC will meet downstairs to develop the proposal on Tuesday March 5th at 4:15 PM.

Other Committees did not meet this month.

NEW BUSINESS

Tree Maintenance- Kathy talked to the library's insurance agent regarding the tree near/at our property line that is too close to utility pole lines. The agent said that if the tree is on our property, the library should make necessary changes to the tree. He and Kathy, however, do not think the tree is on the library's property.

PTO Buyout- An employee has 498 hours of paid time off accrued, that is equivalent to 61 or 62 days. She is requesting to have 40 hours of PTO cashed out. Jan made a motion to allow the employee to take 40 hours of PTO as income. The Motion passed unanimously by roll-call vote: Emily Riewerts- aye, Jill Schutts-aye, David Failing-aye, Jan Schadt-aye, and Vicky Buss-aye.

Waste Management- tabled until next month.

Trustee Applicant Q & A/Interview- Mary Hemm has submitted an application to fill a vacant trustee seat. Jan made a motion to appoint Mary Helm as a Trustee. The motion passed unanimously. The oath of office will be performed at the next meeting.

Strategic Plan Discussion- The outcome of the Strategic Plan investigated and created last year was reviewed in preparation for speaking to director search candidates. The primary strategic direction is internal- building a positive team dynamic. Other strategic directions are cultivating increased awareness of what the library offers, deepening engagement with the community, becoming more data-driven and outcome focused by creating opportunities for listening, reflection and improvement, and updating the library to create more usable space.

ONGOING BUSINESS

Closed Session: Approve Closed Meeting Minutes per 120/2 (c) (21); Trustee applicant Discussion per 5 ILCS 120/2 (c) (3)- Vicky made a motion to go into closed session at 7:30 PM. The Motion passed unanimously by roll-call vote: Emily Riewerts- aye, Jill Schutts-aye, David Failing-aye, Jan Schadt-aye, and Vicky Buss-aye.

The library's attorney advised Vicky that it is not wise to release closed session minutes if content pertains to people still employed at the library. The board also discussed locking the minutes and recorder in a drawer at the library with the key held by 2 board members, one of them being the Board Secretary.

The board came out of closed session at 7:47 PM.

Open Meetings Act: Regarding release of closed meeting minutes for January 2023-June 2023 and July 2023-December 2023- Emily made a motion to approve closed session meeting minutes from January 2023- December 2023. The motion passed unanimously by roll call vote: Emily Riewerts- aye, Jill Schutts-aye, David Failing-aye, Jan Schadt-aye, and Vicky Buss-aye.

Emily made a motion to not release January 2023-December 2023 closed session minutes to the public at this time. The motion passed unanimously by roll call vote: Emily Riewerts- aye, Jill Schutts-aye, David Failing-aye, Jan Schadt-aye, and Vicky Buss-aye.

Other- With Vicky's departure from the board after this meeting, Jan Schadt will become the board president. David Failing will fill the vacant Vice President's office.

Adjournment-With no objections, the meeting adjourned at 7:57 PM.