

**River Valley District Library  
Board of Trustees Meeting  
March 27, 2024 5:30 PM**

**Call to Order-**The meeting was called to order at 5:31 by board president Jan Schadt.

**Attendance-** Trustees Jan Schadt, David Failing, Emily Riewerts, Secretary Jill Schutts, and Marlene Gantt. Also present, Acting Director Kathy Peschang and patron Bill Anderson. Absent was trustee Mary Hemm.

**Approval of the Minutes-** Emily made a motion to approve the February 28th minutes. The motion passed unanimously.

Emily made a motion to accept the March 5th and March 21st Director Search Committee Meeting minutes. The motion passed unanimously.

**Financial Reports-**Kathy explained that items purchased from using Amazon Business Prime are not charged until the item(s) are sent and often items are preordered, before they become available. Therefore, the purchases on the bill often do not match the monthly financial statements.

There was a discussion about credit card credits and copy expense line. No discrepancies found.

Emily made a motion to file the financial reports for audit. The motion passed unanimously by roll call vote. Emily-aye, David-aye, Jill-aye, Marlene-aye, and Jan-aye.

**Public Comment-** none.

**Director's Report-** There have been staffing changes: Nikki West, who has primarily been working remotely since the pandemic, elected to leave her position at the library rather than resume full time work in the library. Hannah Maelstrom has completed training in cataloging and will move into the Tech Services position with a corresponding pay raise. Pubali Kundu and Kathy Peschang have assumed responsibility for Facebook and the website.

Pubali was awarded a \$3,195 grant from QC Arts. The funds will go towards the Summer Reading Art Series. Pubali and Celeste are planning dance classes, theater workshops and visual arts classes that will culminate in a recital and gallery walk.

Kathy is working on a redefining staffing descriptions and pay ranges to consider prior to the beginning of the upcoming fiscal year.

Young's Heating and Air Conditioning have performed an annual maintenance check.

Kathy initiated a conversation about finding a time to hold weekly staff meetings when the library is closed.

Strategies are being implemented to address team cohesiveness among staff, among staff and board as indicated by the Strategic Plan.

**Committee Reports-** Director Search Committee- meet twice since our last board meeting. A Director Search Consultant Proposal was written. A plan to meet with staff to get their input on the process was developed.

Other committees did not meet. Emily and Marlene are on Finance. Kathy proposes that outsourcing the newsletter be considered.

Building and Planning is chaired by David. Policy by Jill.

## **NEW BUSINESS**

**New Trustee, Mary Hemm-** Mary was unable to attend this meeting so she was installed as interim board member during the March 21st DSC meeting.

**Cutting Edge Landscaping Maintenance Proposal-** Emily made a motion to accept Cutting Edge's Mowing/ Lawn treatment/ Spring clean-up/ Monthly maintenance proposal at \$2,410.19. The motion passed unanimously by roll call vote. Emily-aye, David-aye, Jill-aye, Marlene-aye, and Jan-aye.

**Comprehensive Preventative Elevator Maintenance Proposal-** was not taken to motion.

**Director Search Consultant Proposal-** Emily motioned to accept the Director Search Consultant Proposal for Lorene Kennard. The motion passed by roll call vote: Emily-aye, David-aye, Jill-aye, Marlene-aye, and Jan-aye.

**Adjournment-** With no objections, the meeting was adjourned at 7:12 PM.