

River Valley District Library
Board of Trustees Meeting
August 23, 2023 5:30 PM

- I. Call to Order- President Savannah Daugherty called the meeting to order at 5:33.
- II. Attendance- Quorum was met with the addition of trustees Maria Baldwin, Anna Cortez, Secretary Jill Schutts and (remotely via Outlook Teams meeting), Linda Lee-Tucker. Library Director Teri Schweneker was present as well as citizens Marlene Gantt, David Failing, Jan Schadt, and John Chabrian. Trustees absent: Emily Riewerts and Vicky Buss.
- III. Approval of the July 26, 2023 Meeting Minutes- Anna motioned to accept the 7/26/2023 meeting minutes as written. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.
- IV. Financial Reports- Jill made a motion to accept the financial information presented for this month. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

Savannah made a motion to accept the financials from last month's meeting. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

- V. Public Comments- None.

- IV. Director's Report- Director Teri Schweneker gave an update on her work towards reaching the goals on the Performance Improvement Plan issued by the board after the most recent annual director performance review.

Teri pointed out that income from the Cordova library needs to be added to the budget which will need to be reflected in the B & A.

Anna made a motion to accept the Director's Report. The motion carried. Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

- VII. Committee Reports- There were no reports given. Jill made a motion to combine the Building and Maintenance Committee with the Planning Committee as previously discussed. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

NEW BUSINESS

- VIII. Resignation of Board of Trustees Position- Linda Lee-Tucker will vacate her library board trustee position after this meeting. Presently there are three applicants for the vacancy.

With intention to make an appointment in November, Savannah motioned to move the November meeting from the 15th to the 16th (which requires notice of the change to the public in the paper). The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

Anna made a motion to extend the trustee vacancy application period to September 23, 2023. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

- VIII. Appointment of Board of Trustees Position Discussion- Savannah announced that she resigns as president after this meeting.

Savannah learned that board members appointed by the board to fill a casual vacancy are to run at election time, even if the term of the vacancy they are filling is not over at the time of the election. Both Vicky and Linda's positions fall into this category. Options are to reappoint the trustee or seek a new applicant for the position. Linda has chosen to resign and a candidate is already being sought. Anna made a motion to reappoint Vicky through 2025. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

Savannah made a motion to appoint Vicky as president. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

Savannah made a motion to nominate Anna as the board's Vice President (as Vicky will be vacating the office). The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

- X. Board Training- Each board member is to complete OMA (Open Meetings Act), FOIA (Freedom of Information Act), and (anti) Sexual Harassment training by next month's meeting. Store certification of trainings in a Teams file created by Savannah. Teams: File: (all names): General: Board Training.

- XI. River Valley District Library Budget Discussion- A new GL (general ledger) code needs to be created for income from Cordova Library per the redistricting agreement and for credit card rewards expenditures. Approximately \$2000 per year is generated by credit card rewards; \$2000 will be listed in Expense and Income for credit card rewards. Teri will provide a more accurate number.

There is \$30,000 yet to appropriate into GL lines. \$20,000 will be added to 848.3 Legal, bringing allocated monies to \$26,000, \$2500 to 841.1 IT, bringing it to \$7500, \$1500 to 820 Advertising bringing it to \$6000, \$2000 to 890 Summer Reading Program, bringing it to \$5000, \$2300 to 893.1 Insurance (to include cyber insurance), bringing it to \$10,500, \$1000 added to Services Programming, to expand battery disposal, shredding events and bus trips, bringing it to \$4500, leaving \$800 over.

\$6000 will be added to Contingency in Expense and in Income.

Savannah made a motion to approve the changes to the budget as stated above. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

Savannah requested that Teri update and save the updated budget to a pdf file.

- XII. Budget and Appropriations Discussion- the last day to approve the B & A is September 26th which means the September meeting will need be moved forward. September's meeting will be moved to the 25th, the date will need to be posted in the newspaper.

Savannah requests that the attorney review the B & A before submitting it and to list the code numbers for the items so its easier to see where the numbers are coming from.

- XIII. Patron Conduct Policy Photography and Video- Savannah made a motion to make the proposed amendments to the Patron Conduct Policy that Kathy Peschang suggested (see attachment). The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

- XIV. River Valley District Policy Discussion- we cannot change the agenda in the meeting. We must remove "Other" from the agenda, as it is perceived as changing the agenda. Savannah motioned to accept these changes. The motion carried by roll call vote: Anna-aye, Jill-aye, Maria-aye, Linda (remotely)-aye, Savannah-aye.

ONGOING BUSSINESS

- XV. PTO Policy Discussion- warrants a policy committee meeting. Agenda item tabled. Anna volunteered to chair the policy committee.
- XVI. Closed Session-none.
- XVII. Adjournment- With no objections, the meeting adjourned at 7:16 PM.