

River Valley District Library
Board of Trustees Meeting
November 16, 2023 5:30 PM

I. Call to Order- Board President Vicky Buss called the meeting to order at 5:34 PM.

II. Attendance- All board members attended: President Vicky Buss, Emily Riewerts, Marlene Gantt and Secretary Jill Schutts. Assistant Director Kathy Peschang and Librarian Pubali Kundu attended. River Valley District Library patrons present: David Failing, Nick Peschang, Bill Anderson, Angie Mudd, Larry DeBoard, Matthew Mudd, Patty Lindley, Wesley Wells, Becky Wells and Dawn Tiesmas.

III. Approval of Minutes, October 18, 2023- Emily made a motion to approve the October 18, 2023 minutes. The motion passed unanimously.

IV. Financial Reports- were reviewed and filed for audit.

V. Public Comments-

Wesley Wells voiced concern that the board would be voting on terminating an employee's job without having that action clearly stated on the agenda, thus breaking the Open Meetings Act.

Larry DeBoard asked for an explanation of where Director Teri Schwenneker had been (all week).

Patty Lindley expressed concerns that not enough money or benefits are offered to attract a library director to RVDL, that there has been a decrease in volunteerism and an increasing competitive, rather than cooperative, attitude at the library.

Staff member Matthew Mudd requested an explanation of what is happening at the library; the not knowing is causing strife.

Wesley Wells interjected that legally the board could not speak of an ongoing employee matter with the public.

Becky Wells demanded to know whether the board was following employee discipline guidelines from the Policy Manual and what the board has been doing to accommodate Teri's ADHD.

Wesley Wells added that the library, as a publicly funded organization, must get the board's blessing (vote) to hire or fire someone, by law. He also indicated that he would sue the board to the full extent of the law if we act improperly.

The Library Staff submitted a letter expressing sadness at Teri's absence.

VI. Director's Report- Levy discussion

Kathy asks for board members to review Standards for Illinois Public Libraries to come up with ideas for the IPLAR report per capita grant. She will send out the grant request form.

The Friends of the Library have decided to fund the creation of a flat outdoor space for programming to the North of the library. Landon Grange of Cutting Edge Services is in charge of the project which will get underway yet this year. Patron Patty Lindley questioned whether permits would be required for the project. Kathy said that she'd look into it.

Pubali presented the programming update, mentioning that program participation is up.

Emily made a motion to accept the director's report, Vicky seconded. The motion passed unanimously.

VII. Committee Reports- committees did not meet.

New Business

VIII. Board Applicant- Jill made a motion to appoint David Failing to fill a library board vacancy. The motion passed by roll call vote: Emily- aye, Jill-aye, Marlene-aye, Vicky-aye.

Secretary Jill Schutts swore in applicant David Failing as River Valley District Library Board of Trustee through April 2025.

IX. Distribution of Library Finances- discussion of whether to distribute the library's money into more than one bank. The pledge agreement protects the accounts at Black Hawk Bank. There is a need to sign updated pledge agreement.

Jill made a motion to acquire a lock box at Black Hawk Bank to house the bank's Certificates of Deposits. Vicky seconded. The motion passed unanimously, with David casting his first vote. The bank changes an annual fee of \$17 to use a lock box.

X. Library Closing Dates for 2024- the library usually closes at 1:00 on Saturday; the website is up to date on this, but the policy manual needs updating.

Policy also needs to reflect that the library closes at 3:00 PM on the Thursday of Tugfest.

Further discussion and action on the 2024 Closing Dates was tabled.

Ongoing Business

XI. PTO Policy Discussion- A new Illinois law going into effect on January 1st, 2024 will require that all employees will be able to get Paid Time Off. By law, each 40 hours of work earns one hour of PTO. Changes will be written regarding seasonal-flex workers to meet the new law's requirements.

Kathy will have the attorney look at the rewritten PTO Policy to make sure it meets new requirements.

Proposed changes to existing policy PTO policy outside of required changes:

Use it or lose it: each fiscal year employees will need to use PTO, rather than banking it, to avoid a liability to the library of non-budgeted payout.

The number of weeks vacation for the director will be adjusted from 8 to 7 weeks after 10 or more years of service.

Kathy will type up the revised policy and send out.

- XII. Secretary Book Audit- was done by Marlene and Jill. Vicky made a motion to accept the Secretary's book. The motion passed unanimously.
- XIII. Salary Discussion- tabled.
- XIV. Closed Session, per 5 ILCS 120/2 (c) (1)- Emily made a motion to go into closed session at 7:30 to discuss a personnel issue. The motion passed by roll call vote: Emily-aye, Jill-aye, Marlene-aye, David-aye, Vicky-aye.

Emily motioned that the board come out of closed session at 8:10, Jill seconded. The motion passed by roll call vote: Emily- aye, Jill-aye, Marlene-aye, David-aye, Vicky-aye.
- XV. Interim Director- tabled. A Special Meeting was announced for Tuesday, November 21st at 5:30 PM. The agenda will be posted at least 48 hours prior to the meeting.
- XVI. Director Search- tabled.
- XVII. Adjournment- Emily made a motion to adjourn the meeting at 8:15 PM. The motion passed unanimously.