

River Valley District Library  
Board of Trustees Meeting  
October 18, 2023 5:30 PM

- I. Call to Order- The meeting was called to order at 5:32.
- II. Attendance- Quorum was reached with four out of four members present: President Vicky Buss, Treasurer Emily Riewerts, Secretary Jill Schutts and Marlene Gantt. Director Teri Schwenneker, Circulation Manager Kathy Peschang, David Failing, Shaniece Payne and Thad Miller were also present. Three trustee positions remain open.
- III. Approval of the Minutes-
  - a. Emily made a motion to accept the August 23, 2023 minutes. The motion passed unanimously.
  - b. Jill made a motion to accept the August 30th, 2023 Finance minutes. The motion passed unanimously.
  - c. Jill made a motion to accept the September 25th, 2023 minutes with the second sentence in the public comment scratched. The motion passed unanimously.
- IV. Financial Reports- Emily asked for clarification on the credit card line. Teri said she will treat it as she does Friends of the Library sponsorship; income from points will be treated as reimbursement if points are not applied at time of purchase. Expenses will come out of the expense area.

Vicky asked Teri to provide the credit card statement each month, showing credit card rewards.

Marlene recommends splitting money between banks- an agenda item for a future meeting.

Vicky asked whether RVDL is complying with the accountant's recommendation from the annual review in which he recommended a segregation of duties for financials for invoicing/ preparing checks/check signers. Teri said, and Kathy affirmed, that there is a record that two people sign when a check is written. Teri, and Kathy or Heidi are signers.

Vicky asked Teri about the timeline for getting the necessary financials for the board packet. Teri said that she sends bank statements, etcetera, to the accountant on the first Friday of the month and that the reports are generated and back to her in one week.

- V. Public Comment-none.
- VI. Director's Report- Teri reports that staff met with Midwest Pano 360 on 9/19/23. The library will have the pictures in a few months.

Teri has been orienting Marlene on being a board member but problems persist with Marlene's access to Microsoft Outlook and Teams.

Teri reported on the positive team and community building experience of participating in the Riverdale Homecoming parade.

RVDL participated in the Fall Festival that was promoted by Port Byron's Economic Development Committee.

Vicky asked about the Friends of the Library minutes from September. Teri says she has them and will send them to the board.

Teri mentioned that tomorrow she will send the checklist out, from *Standards for Illinois Public Libraries 4.0*, for the board to fill out to help determine what to appeal for in writing the annual per capita grant.

All employees attended the Prairie Cat Users Group convention and had a great time learning and being inspired.

Teri reported that she is meeting biweekly with the library department heads per the PIP request. Vicky reiterated that Teri is to send the signed reports of these meetings to the board members and that no reports have been seen for September or October.

Jill made a motion to accept the director's report. The motion passed unanimously.

VII. Committee Reports-

- a. Marlene was assigned to the Finance Committee with Emily. Jill is on the Policy Committee and Vicky is on Planning and Building.
- b. Decennial Meeting Report- Met on October 9th, 2023. Much ground was covered in the Decennial meeting. Kathy will follow up in February, after the holidays, to schedule our next Decennial meeting.

VIII. New Trustee Q & A- Marlene had no questions right now.

NEW BUSINESS

IX. Levy- the levy is up to \$528,995 this year. Last year it was \$526,424.

Vicky asked to have items listed in the same order and by the same name on the levy, budget and B & A so they are easier to work on and to compare. She also noted that she preferred last year's levy document format which showed a third column listing income from other sources (than the levy) for each item.

Emily made a motion to approve the levy. The motion passed by roll call vote: Marlene-aye, Jill-aye, Emily-aye, Vicki-aye.

X. Discussion of Salary Administration Plan- tabled. The board requests that libraries of similar distribution size (5000), in areas with similar cost of living, are used to plan salary raises rather than information from HR Source which sites libraries primarily near Chicago.

XI. PTO Policy Discussion- tabled until next meeting.

- XII. Telecommuting Policy- Teri verified that no-one worked from home prior to the COVID-19 pandemic. Nikki prefers working from home, which she does all but one work day per week, because there are fewer distractions and disruptions.
- XII. Marlene and Jill will audit the secretary book from last fiscal year prior to the next meeting.

#### ONGOING BUSINESS

- XIV. Applicant Interview- tabled.
- XV. Closed Session- Move to discussion of appointing Trustees, per 5 ILCS 120/2 (c) (3)- tabled.
- XVI. Closed Session- Move to discussion of employee performance, per 5 ILCS 120/2 (c) (1)- Jill made a motion to move to closed session at 7:11 PM. The motion passed by roll call vote: Marlene-aye, Jill-aye, Emily-aye, Vicki-aye.  
  
At 9:02 PM Emily made a motion to come out of closed session. The motion passed by roll call vote: Marlene-aye, Jill-aye, Emily-aye, Vicki-aye.
- XVII. Adjournment- with no objections, Vicky adjourned the meeting at 9:02 PM.