

River Valley District Library
Board of Trustees Meeting
September 25, 2023
5:30 PM B & A Hearing
5:45 PM Regular Meeting

- I. Call Hearing to Order- the B & A hearing was called to order by the board president, Vicky Buss at 5:31.
- II. Public Comment- none.
- III. Adjourn Hearing- Maria motioned to adjourn the hearing at 5:46. Emily seconded the motion which passed unanimously.

Regular Board of Trustees Meeting

- I. Call to Order- the meeting was called to order at 5:47 by President Vicky Buss. Other Trustees present: Treasurer Emily Riewerts, Maria Baldwin, and Secretary Jill Schutts. Absent due to recent resignation, former trustees Savannah Daugherty and Anna Cortez. Director Teri Schwenneker, Librarian Kathy Peschang, citizens David Failing, Marlene Gantt, and Bill Anderson also attended.
- III. Approval of the Minutes- it was requested to make some changes to the minutes prior to approval: income *and* expense: contingency to \$6000., Credit card \$2000. and a name correction. Changes will be made and minutes brought to the October meeting for approval.
- IV. Financial Reports- Emily requested that Teri get clarification from the accountant regarding where to place credit refund from credit card expenses in the budget.

Jill made a motion to approve the financial reports. Emily seconded it. The motion passed unanimously.
- V. Public Comments- Linda Lee-Tucker had emailed in a request to end the library newsletter/calendar mailers. There was no interest among the trustees to add discussion of this topic to the next meeting.
- VI. Director's Report- Teri reported that she updated the B & A per the attorney's suggestions. She has updated the Salary Administration Plan referencing a comparably sized library. The IPLAR report is completed.

The new circulation employee, Hannah, works 18-20 hours per week.

The Friends of the Library are making plans to create a flat area, 30' x 40', to the North side of the building for outdoor programming.

Emily made a motion to approve the Director's report. Jill seconded. The motion was approved unanimously.
- VII. Committee Reports- in August the Finance committee worked on the B & A. No other committees met. Jill offered to become the Policy committee chair.

- VIII. Applicant Interviews- Marlene Gantt and David Failing, both interested in board appointments, introduced themselves and answered questions posed by board members.

Ongoing Business

- IX. Acceptance of B & A Ordinance- Emily made and motion to accept the B & A Ordinance. The motion passed by roll call vote: Maria- aye, Emily- aye, Jill- aye and Vicky- aye.
- X. PTO Policy Discussion- Tabled until next month.
- XI. Decennial Discussion- Vicky volunteered to be the chairperson of the Decennial Committee. The next meeting was set for October 9th, 2023 at 1:00 PM. Vicky will make an agenda for the meeting.
- XII. Closed Session- Emily made a motion to move to discussion of appointing Trustees in closed session per 5 ILCS 120/2 (c) (3) at 7:01PM. The motion passed unanimously by roll call vote: Maria- aye, Emily- aye, Jill- aye and Vicky- aye.
- At 7:13 Emily motioned to come out of closed session. Maria seconded. The motion passed by roll call vote: Maria- aye, Emily- aye, Jill- aye and Vicky- aye.
- XIII. Closed Session- Maria made a motion to move to discussion of employee performance per 5ILCS120/2 (c) (1) at 7:15 PM. The motion passed by roll call vote: Maria- aye, Emily- aye, Jill- aye and Vicky- aye.
- At 8:27 Emily motioned to come out of closed session. Maria seconded. The motion passed by roll call vote: Maria- aye, Emily- aye, Jill- aye and Vicky- aye.

New Business

- XIV. Board Applicant- Jill made a motion to appoint Marlene Gantt as a board trustee. She will take an oath of office prior to the next meeting.
- XV. Employee performance- The PIP continues. Teri can attend PUG.
- XVI. Resignation of Board of Trustees Position- Maria Baldwin resigns from the library board at the close of this meeting.
- XVII. Adjournment- Emily motioned to adjourn at 8:30. The motion passed unanimously.