

River Valley District Library

Board of Trustees Meeting

December 27, 2023 5:30 PM

- I. Call to Order-the Board President called the meeting to order at 5:31 PM.
- II. Attendance- All current trustees attended: President Vicky Buss, David Failing, Marlene Gantt, Emily Riewerts and Secretary Jill Schutts. Interim Library Director Kathy Peschang and community members Bill Anderson and Dawn Tiesman also attended.
- III. Approval of Minutes- Emily made a motion to add approval of the 11/29/23 Special Board Meeting Minutes to the Agenda. The motion passed unanimously.

Emily made a motion to approve the November 16, 2023 Board Meeting Minutes with 3 changes: officer title, correction to Saturday library hours, and that Patty Lindley inquired about permit requirements for the new outdoor area and that Kathy said she would check on it. The motion carried unanimously.

Emily made a motion to accept the November 21, 2023 Board Meeting Minutes with a change to the director pay range to match the pay range listed in the policy manual. The motion carried unanimously.

Jill made a motion to accept the November 29, 2023 Special Board Meeting Minutes. The motion passed unanimously.

- IV. Financial Reports- Jill made a motion to accept the financial reports. The motion passed unanimously.
- V. Public Comments-A patron wrote to the board noting that the board member names on the website are outdated and suggested that the telecommuting policy be updated.
- VI. Director's Report- Kathy met with the accountant David Gosse at Odoni Partners. Per Kathy's request he has filed for an extension for the Annual Financial Report that he will file with the county upon completion of the Audit.

Kathy has been having short, informal check-ins with employees weekly.

The library has received several monetary donations totaling \$7,565 the last two months.

Over 600 people visited the library during Port Byron's Christmas Walk.

Cutting Edge Services will remove snow and apply salt at the library. They are also creating the outdoor programming space to the North of the building. Marlene questioned whether we should hire an engineer for the project.

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

- VII. Committee Reports-

Finance- Emily and Kathy met.

Planning, Building and Maintenance did not meet.

Director Search Committee met. Kathy shared information about Dieters and Todd, Library Director Search Consultants. Kathy suggested we review our strategic plan as we launch our search.

NEW BUSINESS

- VIII. Board Applicant-Emily made a motion to appoint Jan Schadt as River Valley District Library Board of Trustee. She will take the oath of office at the next Director Search Committee meeting. The motion passed unanimously.
- IX. Telecommuting Policy- The board determined the purpose of the policy is for temporary situations, not long term preferences. The agreed upon changes will be written up and the policy will be voted on at the next board meeting.
- X. IMRF Authorized Agent- Emily made a motion to approve Kathy Peschang as an authorized agent for IMRF. The motion carried by roll call vote: Marlene- aye, Emily- aye, Jill- aye, David- aye, and Vicki- aye.

ONGOING BUSINESS

- XI. Interim Director- Emily motioned to assign Kathy Peschang as Interim Director, continuing to pay her \$22 an hour. The motion carried by roll call vote: David-aye, Marlene- aye, Emily- aye, Jill- aye, Vicky- aye.
- XII. PTO Policy- Changes will be made to the PTO Policy to meet requirements of the new Illinois Paid Leave Act and to reduce fiscal liability to the library. Jill made a motion to make the following changes to the PTO Policy: Flex workers be subsumed into "Part Time Non-Exempt", changing hours to 1-33 per week. Employees who have accrued PTO will have 18 months to use it or lose it. A Full Time employee can buy out 40 hours of PTO per year. The motion passed by roll call vote: Marlene-no, David-aye, Jill-aye, Emily- aye, Vicky- aye.

We will need to budget for 53 weeks of pay per employee. In May we will consider buying out more PTO hours.
- XIII. Library Closing Dates, 2024- Emily made a motion to approve RVDL Closing Dates with these changes: Thursday, August 8th (Tug weekend)- close at 3:00PM, eliminate January 30- Staff in Service, the motion passed unanimously.
- XIV. Closed Session- none. The closed session minutes were given to Emily and Vicky for review.
- XV. Open Meetings Act: Release of closed meeting minutes for January 2023-June 2023 and July 2023-December 2023- tabled.

- XVI. Other- We discussed that someone smoking should be at least 15' from the doorway of a public building, by law.
- XVII. Adjournment- with no objections, the meeting adjourned at 7:56 PM