

**River Valley District Library
Board of Trustees
Meeting August 20, 2018**

- I. Call to Order by President Gary Bohms at 5:30 pm. Those in attendance were Trustees Jill Schutts, Butch Hugart, Barb Brandt, Linda Warren, David Brooks, and Laura Andrews, Director Teri Schwenneker and staff member Cathy Lechtenberg.
- II. Minutes – July 16, 2018 meeting—were reviewed. First motion to approve made by Linda. Motion approved.
- III. Financial Reports—July financials will be reviewed next meeting due to delay from audit. An error was found in the numbers for the Capital Assets in the Statement of Financial Position. The numbers shown are from 2016 and need to be corrected for the 2017/2018 audit. Teri will contact the accountant to get them corrected.
- IV. Public Comments – N/A
- V. Director’s Report—Highlights were shared by Director Teri Schwenneker and Cathy Lechtenberg. Teri has been gathering information for the audit and is looking to fill the adult/teen services position. Nikki has been fully trained to take over Teri’s previous position. Volunteers have been working on weeding the landscape. Cathy reported the top summer readers rode to school on a fire truck, a homeschooling Science class is being organized for Tuesday mornings, and Lego Robotics will be starting soon. Daniel Healy is working on a magnetism and electricity project for Boy Scouts. The library is encouraging patrons to sign up to take books home during the re-carpeting of the library starting September 17th. Motion to accept the director’s report as presented made by Barb. Motion approved.
- VI. Committee Reports
 - a. Community Meetings Liaisons—Discussion was made on the Illinois DOT purchasing property from Sandstrom for the Route 84 project. Barb shared she attended the Ann’s Helping Hands meeting, but the future of the nonprofit was not made clear.

Old Business

- VII. Carpet install timeline – Cathy provided a timeline of the carpet installation that she will share with the installer. The library will be closed from September 26th through October 8th.
- VIII. Board Secretary’s book—Linda and Barb have reviewed the 2017/2018 Secretary’s book and have approved it. Motion to accept report of Secretary’s book made by Butch. Motion approved.

- IX. Removal of window seats—Teri has been given a quote around \$500 a piece for the removal of the window seats and fixing of the walls. Motion to have window seats torn out and alcoves fixed made by Barb. Motion seconded by Linda and amended to include the attic access doors in the Community room being raised to standing height. Motion approved.
- X. Storage shed—Teri reported the emptying of the storage shed will be completed sometime near October, after the carpet install is completed.

New Business

- XI. Insurance for “destination programming”—Teri presented a quote for insurance for destination programming. Butch will look over quote and meet with Teri to discuss.
- XII. Operation hours adjustment to accommodate staff meetings – Teri shared she would like the library to open 1 hour late once a month to accommodate a staff meeting with all the staff present. Motion to allow pilot of 2-hour staff meetings on the Wednesday following the board meeting, beginning at 8 am and opening the library one hour late made by Barb. Motion approved.
- XIII. Director review and goal setting---done in Closed Session.
- XIV. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – Film was presented to those in attendance.
- XV. Closed Session Minutes Review– Personnel and Legal – Director review and Goal Setting discussed in Closed Session. First motion to move into closed session was made by Barb. Roll Call vote: Jill, Aye, Butch, Aye, Barb, Aye, Linda, Aye, Gary, Aye, Dave, Aye, Laura, Aye. Moved to Closed Session at 7:00 pm. Returned to Open Session at 7:45 pm.
- XVI. Other – Discussion was made on the staff wearing name-tags, especially for new hires.
- XVII. Adjournment – First motion to adjourn was made by Linda. Motion adopted. Meeting adjourned at 7:45 pm.

Laura Andrews
Secretary

Approved _____
Corrected _____