

RIVER VALLEY DISTRICT LIBRARY
BOARD MEETING OF THE LIBRARY TRUSTEES MINUTES
July 19, 2021 05:30 Central Time

Call to Order- The meeting was called to order by President Anna Bippus at 5:35 PM. Trustees in attendance were President Anna Bippus, Vice President Emily Riewerts, Secretary Jill Schutts, Marybeth Wood, Brody Anderson and Chandra Oakland. Also in attendance were Director Teri Schwenneker and Children's Librarian Celeste McKay. Trustee Brie Barber had resigned since last month's meeting and was not present. Marybeth Wood departed from the meeting at 7:35 which was after the budget discussion/vote.

Approval of the Agenda- Brody Anderson made a motion to add "Other" to the agenda items. The motion was approved unanimously.

Minutes- from June 21, 2021. It was noted that the amount agreed upon to be spent on new laptops was \$5000, rather than \$1500. Emily Riewerts made a motion to approve the minutes as corrected: the motion passed unanimously.

Financial Reports- were delayed; the accountant not finished with them yet. The board will review both this month's and next at our August meeting.

Public Comments- none.

Director's Report- Director Teri Schwenneker gave her report. Librarian Celeste McKay gave a programming update. The Summer reading program has just ended. Circulation and attendance numbers are up. Jill Schutts made a to accept the director's report as written; the motion passed unanimously.

Committee Reports- Brody Anderson gave a Building and Grounds committee report. Anna Bippus relayed information discussed at the last Planning Committee meeting. Emily Riewerts reported that the Policy Committee is working on a Fine Free Library Policy to be presented soon. No report from the Finance Committee, which is short on members.

NEW BUSINESS

Director's Evaluation/Schedule- President Anna Bippus asked trustees to fill out a director evaluation form she will send out and to think about library/director goals. She might schedule a special meeting prior to the August board meeting to discuss evaluation.

Prospect of Combining Similar Accounts- We discussed combining separate budget accounts: Building Maintenance, Equipment Maintenance, and Building Equipment, for clarity. Marybeth made a motion to change from these three budget line accounts to two, the Building

Maintenance account and the Equipment and Maintenance account. The motion passed unanimously.

ONGOING BUSINESS

Casual Vacancy Policy- Jill made a motion to accept the policy as written. The motion passed unanimously.

IT Proposal- Trustees discussed 4 vendors that Teri had researched. Jill made a motion to hire Tech Impact for a 3 year contract. The motion passed unanimously.

Working Budget- Brody made a motion to accept Teri's proposed budget after reallocating some money from Continuing Education and Salaries toward Web Maintenance to cover the costs of newly approved IT support. The motion passed unanimously.

Onboarding Manual- Trustees recommended some changes to the Trustee Onboarding Manual that Teri has created to mirror current RVDL policy. In addition, the internet links may not function.

Parking Lot- No update, waiting for OMNIA engineer's report.

Website Upgrade- Discussion, Teri is looking into MindFire as third choice along with Mandel and Civic Plus.

Other- Jill made a motion to move August's Board of Trustee's Meeting from the 16th to the 23 due to a scheduling conflict. The motion passed unanimously. Teri will be presenting the B & A next meeting.

Adjournment- Brody made a motion to adjourn the meeting at 8:11; the motion passed unanimously.