

River Valley District Library  
Board of Trustees Meeting  
April 25, 2022 5:00 PM

- I. Approval of the Agenda- President Anna Cortez called the meeting to order at 5:02 PM. Additional board members present: VP Val Pennock, Treasurer Emily Riewerts, Secretary Jill Schutts, and Vicky Buss. Director Teri Schwenneker was present. Board member Chandra Oakland was absent. Board member MaryBeth Wood has resigned.

Minutes review of Special Board Meeting from April 6, 2022 was added to the agenda.

- II. Minutes March 25, 2022 and April 6, 2022- Anna made a motion to accept the minutes with the addition of noting that the motion to approve the director's report was unanimously passed at the regular monthly board meeting. The motion passed unanimously.

- III. Financial Reports- were reviewed and filed.

- IV. Public Comments- none.

- V. Director's Report- Jill made a motion to accept the director's report. The motion passed unanimously.

- VI. Committee Reports-

Finance- is working on a rough draft of the 2023 budget.

Planning- Vicky Buss was appointed the new chair of the committee. They are gearing up work on the strategic plan with consultant.

Building and Maintenance- Chair will meet with Teri to discuss building and maintenance concerns.

## NEW BUSINESS

- VII. Social Media Policy-Val made a motion to adopt the social media policy as presented. The motion passed unanimously.

Note: It was suggested to create a special file on the Board Channel in Microsoft Teams of approved policies that are ready to be added to the policy manual.

- VIII. Key Holder Policy, Key Holder Agreement Form-Jill made a motion to approve the Key Holder Policy and Agreement Form once the agreement form is reformatted. The motion passed unanimously.

- IX. Harassment Policy- Anna made a motion to adopt the Harassment Policy with the addition of requiring RVDL Board members to annually review the policy (as is already specified for the library staff). The motion passed unanimously.

- X. Revised Meeting Room Policy- Revisions were suggested to the policy. A patron can make one request up to two months in advance to reserve the community room with a maximum of four reservations per year. Jill made a motion to adopt the revision as stated above. The motion passed unanimously.

- XI. Telecommute Policy Agreement- Anna made a motion to accept the policy with a spelling correction. The motion passed unanimously.
- XII. Library Board Committee Chair Bylaw- tabled.
- XIII. Reciprocal Borrowing Agreement, RAILS- Jill made a motion to continue RVDL's reciprocal borrowing agreement with RAILS. The motion passed unanimously.
- XIV. Strategic Plan Discussion- Teri will look into having Amanda, Strategic Plan Consultant, attend our May board meeting virtually.
- XV. Adjournment- Anna made a motion to table the remaining items on the agenda and adjourn the meeting at 6:16PM as the room was scheduled for another use at 6:30. The motion passed unanimously.