

**River Valley District Library
Board Meeting Minutes of the Library Trustees
August 23, 2021**

Call to Order- The meeting was called to order at 5:36 by President Anna Bippus. Also attending were library board trustees Secretary Jill Schutts, Brody Anderson and Marybeth Wood. Absent were trustees Vice President Emily Riewerts and Chandra Oakland. Director Teri Schwenneker and Librarian Celeste McKay attended as well as two candidates for the open trustee position, Val Pennock and Victoria Buss. Residents Butch Hugart and Lee Carlson were in attendance.

Approval of the Agenda- Brody Anderson pointed out that the Closed Session-Director's Evaluation, should also include discussion on choosing a candidate to fill the open trustee position that we would then vote on after the closed session. Jill made a motion to accept the agenda with Brody's proposed changes. The motion passed unanimously.

Introduction of Potential Board Members- Library patrons and advocates Val Pennock and Victoria Buss introduced themselves.

Minutes from July 19th, 2021- Anna Bippus made a motion to accept the previous month's minutes. The motion passed unanimously.

Public Comments- Public comment was given by Resident Hugart and Resident Pennock.

Director's Report- Teri gave updates to the initiatives she worked on this past month. Celeste gave a programming update. Brody made a motion to accept the director's report as written. The motion unanimously passed.

Committee Reports- Finance Committee- Mary Beth Wood has joined the finance committee. Planning Committee is working on the library's mission statement. The Building and Maintenance Committee is thinking ahead to Winter projects, and are accepting bids for snow removal.

NEW BUSINESS

Board Education- The board read the 2nd lesson in Jurassic Parliament's online trustee training class. "Discussion under Robert's Rules" points out that discussion at board meetings is not a conversation, but a debate with its own rules. A most critical rule: All members have equal rights, privileges and obligations. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.

B & A Ordinance Hearing Announcement- the B & A announcement is not ready for publication. In order to give Teri time to prepare it and stay on schedule for its 30 days of publication before a public hearing at the next board meeting, Brody made a motion that the board hold a special meeting on Friday, August 27th to review and vote on approving the document for publication. The motion passed unanimously.

ONGOING BUSINESS

Onboarding Manual- Teri intends to change the links from Onedrive to Google Drive to make the links in the manual accessible.

Working Budget- Teri made changes to the Building and Maintenance account lines to reflect what the board had voted for at the last meeting. She gathered money for the cost of managed IT from budget lines of salary, G & E, continuing ed and web maintenance.

Parking Lot, Omnia Partners- Project engineer Chris Costus held a meeting on our project earlier today. Teri will relay information when she hears it.

Website Upgrade- Discussion of 3 website proposals: Mandle, Civic Plus and MindFire. Jill made a motion to hire Mandle to create and set up the library's new website. The motion passed unanimously.

Closed Session- Brody made a motion to go into closed session at 7:30 to discuss director evaluation and filling the vacant trustee position. The motion passed unanimously by roll call vote.

We discussed how to conduct the director evaluation. All are encouraged to tally scores in each area of the survey questionnaire and be ready to discuss library goals at our special meeting, set for Friday, August 27th. Candidates for Trustee were considered. Closed session ended at 8:21PM.

Vote on Board Appointee- Val Pennock was voted to fill the open trustee position with a majority of ballot votes.

Adjournment- Jill made a motion to the adjourn the meeting at 8:28. The motion passed unanimously.