

River Valley District Library
Board of Trustees Meeting
Feb 21, 2022 5:30 PM

- I. Approval of Agenda- President Anna Cortez called the meeting to order at 5:32. Board members present: President Anna Cortez, Vice President Val Pennock, Treasurer Emily Reiwerts, Secretary Jill Schutts, Victoria Buss, and Marybeth Wood. Trustee Chandra Oakland was absent. Also attending were Director Teri Schwenecker, Librarian Celeste McKay, Librarian Kathy Peschang and Friend of the Library, Heidi Stutt.

Jill made a motion to add an agenda item regarding the standardizing of standing committees, which passed unanimously. Emily motioned to add Personnel Auto Policy to the agenda. The motion passed unanimously. Jill suggested that the concern of the library patron, who had spoken at the previous month's meeting, be but on the agenda for the following month so that interested members of the public could attend.

Anna informed the board that each agenda item would be limited to 5 minutes.

- II. Minutes Jan 17, 2022- were tabled until the March meeting.
- III. Financial Reports- were reviewed and filed for audit.
- IV. Public Comments- none.
- V. Director's Report- Anna motioned to accept the director's report as presented. The motion passed unanimously.

Celeste gave an update on programming.

- VI. Committee Reports-

Finance- did not meet. Next meeting March 10 at 4:45.

Policy- met and discussed evaluation bylaws and personnel auto policy.

Next meeting is March 9 at 5:15.

Planning- did not meet. Next meeting on March 23 at 5:00.

Building and Maintenance- did not meet.

NEW BUSINESS

- *. Standing Committees- Jill voiced a preference to have topics for discussion brought to the whole group at board meetings before they go to committees; committees could work out details of an item generated in a full board meeting, rather than a place to generate new items.

These guidelines for committee meetings generally agreed upon: committee meetings will be no more that one hour long, the chair writes the agenda, reserves the room, takes or assigns someone to write minutes, the minutes are sent out within the month, each committee's agenda and minutes are sent to all board members.

Committee Chairs were assigned by the president: Finance - Emily, Planning - MaryBeth, Building and Maintenance - Jill, Policy - Val.

- VII. Director's Vision- Teri was asked by the board to supply a "Pie in the Sky" vision of what the RVDL could become. Some of her suggestions: grow the library, collaborate the neighboring libraries to serve the unserved members in our community, a tech retrofit, right now the technology closet is in the men's bathroom, a glass front on the building with seating for families, study rooms, eating area for staff, outdoor backyard use, seating areas for young adults and for adults, elimination of door between director's office and women's restroom, improve ventilation in offices, replacing elevator, leveling grounds, and making infrastructure more robust.
- VIII. Strategic Plan Consultant- Teri presented a Strategic Planning Proposal by Fast Forward Libraries. We discussed whether to hire a consultant to help define our strategic plan, with which the planning committee has been grappling. It is assumed that future planning for the library will follow from data generated from this process. Marybeth motioned to hire the consultant to conduct a staff-lead strategic planning process. The motion passed unanimously.
- IX. Going Maskless- the library continues to follow Governor Pritzger's masking mandate which means that wearing masks will not be required in the library when the Illinois mask mandate is lifted at the end of February.
- X. Staff attending Reaching Forward- ILA's library conference on May 6th, rather than the Prairie Cat Conference scheduled in September. Jill made a motion to close the library for an in-service day on May 6th so all staff can attend the ILA conference in Chicago. The motion passed unanimously.
- XI. Reschedule April meeting -library is closed April 18th- Due to the library being closed for the Monday after Easter holiday, it is proposed to move the board meeting from that day. Emily motioned to reschedule April's board meeting to April 25th at 5:30. The motion passed unanimously.

ONGOING BUSINESS

- ** . Personnel Auto Policy- discussion.
- XII. Evaluation Bylaw- tabled, will discuss further in policy committee meeting.
- XIII. Closed Session Meetings Audit- Jill and Marybeth reviewed closed sessions from 18-24 months ago. They recommend that the audio versions be deleted as long as the written minutes are preserved.
- XIV. Newsletter- The library will acquire the not for profit mailing stamp to use on newsletter mailers that will be in mailboxes soon.
- XV. Board Education- The ILA web-based open meetings act tutorial is now working again. Please complete course. Assignment for March meeting- read to page 49 in the Illinois Trustee Handbook.
- XVII. Closed Session- none.
- XVII. Adjournment- with no objections, the meeting was adjourned at 7:35.

