

RIVER VALLEY DISTRICT LIBRARY

BOARD OF TRUSTEES MINUTES

JANUARY 17, 2022

1. Call to order: 5:33 P.M.

Trustees present: Jill Shutts, Marybeth Wood, Vicky , Emily Riewerts. Zoom attendees: Val Pennock, Anna Bippus. RVDL employees: Director Teri Schwenneker, Children's Manager Celeste McKay

2. Agenda: was approved with amendments unanimously. Additional items requiring amendments were:

1. Discussion regarding employee buy back option of earned time.
2. Standardization of subcommittees.
3. Banking signature requirements.

3. Financial Reports: Discussion regarding "net cash increase per period" (page 9). Teri will up and present clarification to the Board at the next Board meeting.

3. Public Comments: Angie Bruno, RVDL patron expressed a concern regarding a meeting held by a group called FACL (8a.m.-5:30p.m.). The meeting was deemed "private" limiting patron access. Ms Bruno expressed further concerns regarding a "radicalized political group" and read a letter she had drafted delineating her concerns. Said letter was provided to all Board members and is part of these meeting minutes as an attachment. Ms. Bruno requested that the library Board study and consider further investigation of the group, stating she felt the RVDL not be used for political purposes.

Additional members from the Public were present and stated they were there for observation.

Jan Schadt, **Friends of the Library**, President shared literature about the Friends Association, and provided Board members with applications for membership.

4. Directors Report: Teri discussed the current tech import and Microsoft 365 programs, the full implementation has been changed to a later date. With the system in place, one of the benefits will be a streamlined process allowing various departments to communicate more efficiently and further organized work flow via TEAMS.

Celeste provided the board with an overview of previous, on-going, and future programs for adult, teen, and children. Emily motioned that the Director report be approved, unanimous approval was reached

Jill queried about the current masking safety guidelines in a public space. Currently the library has posted that masks should be worn. This guideline from Governor Pritzker assures safety for patrons, staff, and vendors. It was stated that some staff elect not to mask, or to mask incorrectly this leaves our patrons to believe that it is ok to not wear masks. Teri stated that for

daily use, staff should wear masks when patrons are present and if a six-foot distance cannot be maintained. Teri will determine if the current state requirements have changed.

5. **Finance Committee:** Finance committee met and focus was on clarification of “segregation of duties”, a recommendation from RVDL auditors. The committee determined that a trial of dual signature log be used when a paper check is to be made for payment. The committee will review this process in the future to determine to whether to adopt it as a permanent tool.
6. **Planning Committee:** Committee has not met regularly the next meeting will be February 7, 2022 at 5:30 p.m. Discussion took place regarding the “loop” and the need for a Strategic Plan update. Suggestion of a separate meeting dedicated to the Strategic Plan was made, utilization of an outside consultant from ILA was suggested to facilitate the process. Teri will follow up with ILA regarding consultant availability.
7. **Policy Committee:** Committee met January 3, 2022 and discussion was held regarding Director bi law. Committee validated the current process of providing employees with their evaluation on their hire date. The policy currently reads that staff evaluations be done in June of each year. The Board agreed to the evaluation date remaining on date of hire. Many policies need to be updated/revised/created, some being: Blood Born Pathogen, OSHA hazardous chemical training (MSDS), Harassment, Tuition Reimbursement, Social Media, Telecommuting, Corvid best practice. The next meeting will be 2/3/2022 at 5:30 p.m.
8. **Committee Membership:**
 - a. Finance: Emily, Marybeth, Anna
 - b. Planning: Anna Chandra, Marybeth
 - c. Building: Anna, Jill Vicky
 - d. Policy: Anna, Emily, Jill, Val
9. **New Business:**
 - a. Employee evaluations will be initiated on the employee date of hire, vs. June of each year.
 - b. Revision of the evaluation of the director bylaw regarding the format. Goals will now be added to each packet, along with the summary when they are sent out to members. Motion was made and passed. Further discussion of evaluation bylaw was tabled until the following Board meeting.
 - c. Open meeting act. Teri shared that the Attorney General training link is currently under construction The alternate site is : <https://www.iml.org/neo>
10. **Ongoing Business**
 - a. **Treasurers report:** Auditor report is available for the public to review. The annual report has been filed with the State Comptroller.
 - b. **Closed session meeting audit:** the team will meet and review the files for the past six months.
 - c. **Newsletter:** Discussion was held regarding reinstatement of a mailed paper copy to area residents. Teri stated that the Post Office does have a non-profit stamping option. Teri will follow up and determine what the fee is for this. Celeste McKay will spearhead the newspaper, using the information she currently gleans and perhaps the addition of a calendar to send to residents who do not utilized the internet option.

d. **Jurassic Parliament** continuation of Roberts Rules. Jill has sent number seven to all board members. It is requested that Board members view this on their own time.

e. **Closed session** was not warranted.

11. **Other** Discussion was initiated regarding committee meetings, quorums, ad hoc vs standardized sessions vs ILA association definitions. Board determined it best to review this at the next meeting.

ADJOURNMENT: Emily made the motion to adjourn, unanimous approval. Meeting adjourned at 7:35 p.m.

Respectfully submitted,
Marybeth Wood