

River Valley Library District
Board of Trustees Meeting
June 20th, 2022 5:30 PM

- I. Approval of the Agenda- President Anna Cortez called the board of trustees meeting to order at 5:30. Additional trustee members present: Treasurer Emily Riewerts, Secretary Jill Schutts and Vicky Buss. Vice President Val Pennock arrived late but before NEW BUSINESS. Library Board Trustee Chandra Oakland was absent. RVLDD director Teri Schwenneker, Librarian Celeste McKay, Librarian Kathy Peschang, Friends of the Library Jan Schadt and Heidi Stutt, Cordova Library Director Karen Lonergan, and Cordova Library Trustee Meredith Peterson were present.

No changes to the agenda were requested.

- II. Minutes May 16th, 2022- Emily made a motion to accept the minutes as written. The motion passed unanimously.
- III. Financial Reports- reviewed and filed for audit.
- IV. Public Comments- none.
- V. Director's Report- Anna made a motion to accept the director's report as written. The motion passed unanimously.

Celeste reported on programming and outreach to preschools. The library has been an activity hub with 273 people signing up for the Summer reading program and well attended programs.

- VI. Committee Reports-

Planning will gather June 30th at 4:45 PM to meet virtually with the Strategic Planner.

Teri and Building and Maintenance Committee Chair Jill met with color consultants, Jan and John DeGreve, and a siding company representative to move some maintenance projects forward.

Finance will meet on June 29th at 4:45 PM.

NEW BUSINESS

- VII. Cordova Library Redistricting Discussion- Cordova Library Director Karen Lonergan spoke of Cordova residents who like using the Cordova Library but are in the River Valley Library District. There are some services not available to these residents in their hometown library, such as e-resources, community passes and hot spots. Karen would like to serve these patrons better. She asks the River Valley Library Board to consider giving these Cordova patrons back to the Cordova Library District. In 2018, when this was last considered, the tax levy from the proposed area brought RVDL approximately \$10,230 annually.
- VIII. Building and Maintenance Project Estimates-

Siding- A piece of siding on the face of the building, under an upper story window, is damaged. The area has been temporarily repaired but requires residing. We are thinking of replacing siding on the center section of the building face in a coordinating, darker color. Perfect Choice Exteriors from Creve Coeur, IL provided a bid of \$12,000 to reside the center, protruding section. The board requested additional bids from more local companies.

Tile- Jill made a motion to accept the tile bid by Chuck Rose to retile the library entryway at \$1544.00. The motion passed unanimously.

Carpet Replacement, front and rear stairwells- Floor Crafters gave a bid of \$2334.00 to replace the carpet in the front and back stairwells using remnants from a previous carpeting project. Kathy brought up the likelihood of water damage to the flooring substructure in the rear stairwell and costly upcharges that could be incurred. Jill made a motion to accept Floorcrafter's bid of \$2334.00 to recarpet two stairways with a limit to an additional \$1000.00 to fix the subfloor. The motion passed unanimously.

- IX. Secretary Book Audit- Val and Anna will audit the Secretary's book.
- X. Policy/Bylaw Process- After the board has approved a policy or a policy change, the Policy Committee Chairperson is to leave the policy in the "Approved Policy" folder in the Policy Committee Channel of Microsoft Teams. There, Kathy Peschang, who is the only editor of the on-line Policy Manual, will add it to the manual. The Policy Chair will also hand a physical copy of the policy to Kathy.

ONGOING BUSINESS

- XI. Strategic Plan Update- The board previously voted to hire a strategic planner at \$7000.00 to help define the strategic plan of the library. To keep costs down, we opted for consultant lead, versus consultant run. Members of the Planning Committee seek board approval to pay the consultant to synthesize data gathered, to have the expert do the synthesis, rather than lead library staff/board on how to do it.
President Anna Cortez made a motion to pay the consultant \$1800.00 for a consultant-lead learning report (synthesized data) at the end of Phase One. The motion passed with 4 ayes, one no, the dissenting vote by Jill. Anna made a motion to allow Teri to dip into the special reserve fund to pay \$1800.00 to the consultant prior to the end of the fiscal year, ending this month. The motion passed unanimously.

Members of the Committee will be seeking additional money for data synthesis of Phases 2 and 3. If approved, the total cost of the project will be \$12,100.00 rather than \$7000.
- XII. Committee Chair Bylaw- Emily made a motion to approve, as written, the Committee Chair Bylaw. The motion passed unanimously.
- XIII. Library Board Education- Anna will lead a Teams training on Monday June 27th. Please read Chapter one of Trustee Fact Files for discussion at July's board meeting.
- XIV. Library Director Evaluation 2022- Val, Emily and Anna will meet after July 4th to collate information from director evaluation forms in preparation for July's board meeting.

XV. Closed Session- none.

XVI. Other- none.

XVII. Adjournment- Anna made a motion to adjourn the meeting at 7:44 PM. The motion passed unanimously.