

River Valley District Library
Board of Trustees Meeting
March 28, 2022 5:00 PM

- I. Approval of Agenda- President Anna Cortez called the meeting to order at 5:03 PM. Additional board members present: Vice President Val Pennock, Treasurer Emily Riewerts, Secretary Jill Schutts and Vicky Buss. Trustee Marybeth Wood and Librarian Kathy Peschang joined the meeting via Zoom at 5:30 (during agenda item VIII). Board member Chandra Oakland was absent. Director Teri Schwenneker and Jan Schadt, President of the Friends of River Valley Library, were also present.
- II. Minutes- Jill made a motion to accept the minutes from January 17, 2022. The motion passed unanimously. Emily made a motion to accept the February 21st, 2022 minutes with a correction to to reflect our ongoing board education assignment was to read Chapter One of Trustee Facts File. The motion passed unanimously.
- III. Financial Reports- Some corrections are being made to the financial reports by Julie, the accountant at Thomas Hammer. This month's report will be ready to review and file next month.
- IV. Public Comments- None.
- V. Director's Report- Anna made a motion to accept the director's report as written.
- VI. Committee Reports-

Finance- has been working on educating committee members on understanding the management report and the statement of cash flow. The next meeting will be Thursday, April 7th at 4:45 to begin planning the 2023 budget.

Planning- will meet April 6th to begin discussion with Amanda on the strategic planning consultant process.

Policy- discussed social media, sexual harassment and telecommute policies. The next meeting will be April 4 at 5:15.

Building and Maintenance did not meet.

NEW BUSINESS

- VII. Travel Expenses Reimbursement Form- Emily made a motion to remove the word "travel" from the title of the reimbursement form. The motion passed unanimously.
- VIII. Community Room Policy Discussion- after some discussion of our current room use policy and concerns regarding it, the discussion was tabled until the policy meeting.
- IX. Keys for Rotary and RAILS Delivery- Teri informed the board that the library has partnered with the River City Rotary. They will be meeting at the library Tuesday mornings before the library opens. Teri would like provide some members of the Rotary with a key and security code to facilitate their entrance to the building. She also would like to provide a key and code to the RAILS delivery driver who passes though Port

Byron before the library opens. Discussion turned to the need for a written contract for key holders.

Jill made a motion to provide key Rotary members and the Rails driver with a access to the building after they have signed an agreement form. The motion passed: Anna-aye, Val-aye, Emily-aye, Vicky-aye, Jill-aye, Marybeth (remotely)-aye.

Note: Teri mentioned that she would like to define River City Rotary as a co-sponsored organization and that we will need to add them, as such, to the meeting room policy addendum.

- X. Trustee Ethics Statement- board trustees reviewed and signed the Trustee Ethics Statement. We would like to review and sign this statement each May.

ONGOING BUSINESS

- XI. Library Board Education- reviewing Chapter 1 of the Trustee Facts File was tabled until next month when we will also cover Chapter 2 and learn about working in Microsoft teams.
- XII. Closed Session- none.
- XIII. Adjournment- the meeting was adjourned at 6:23 as the community room was needed for another purpose at 6:30.