

RIVER VALLEY DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
June 16, 2022 5:30 PM

- I. Approval of then Agenda- President Anna Cortez called the meeting to order at 5:32 PM. Additional board members present: VP Val Pennock, Treasurer Emily Riewerts, Secretary Jill Schutts, and Chandra Oakland. Trustee Vicky Buss attended remotely. Director Teri Schwenneker, Librarian Celeste McKay and Friend of the Library Jan Schadt also attended.

Anna made a motion to change Teams training, which was agenda item VIII, Library Board Education, to a separate meeting. By roll call vote, Vicky-aye, Chandra-aye, Jill-aye, Emily-aye, Val-aye and Anna-aye, passing unanimously.

- II. Minutes April 25, 2022- Anna made a motion to approve the April 25, 2022 minutes. By roll call vote, Vicky-aye, Chandra-aye, Jill-aye, Emily-aye, Val-aye and Anna-aye, passing unanimously.
- III. Financial Reports- were reviewed and filed.
- IV. Public Comments- none.
- V. Director's Report- Val made a motion to accept the director's report as written. By roll call vote, Vicky-aye, Chandra-aye, Jill-aye, Emily-aye, Val-aye and Anna-aye, the motion passed unanimously.
- VI. Committee Reports-

Finance- met on 5/12. They discussed salary increases over the next couple of years and the budget overall.

Building and Maintenance- Committee chair met with Teri to discuss building issues and prioritize work that needs to be done.

Planning- Committee met May 4th and will meet again on May 25th. They are considering when to begin working on the strategic plan, how long it will take and creation of a planning document.

Policy- met on May 2nd. They proof read /edited policies prior to giving them to Kathy to add to online policy manual. They fine tuned Committee Chair Policy and Community Room Policy.

NEW BUSINESS

- VII. Working Budget Presentation- Teri explained that she moved money (from last year's budget template) from milage for continuing education, web maintenance, managed IT, and supplies to cover salary increases and Per Mar security costs. Next month the budget will be updated to include this month's numbers and be ready to vote on.
- VIII. Library Director Evaluation Policy- passed by roll call vote: Vicky-aye, Chandra-aye, Jill-aye, Emily-aye, Val-aye and Anna-aye.

- IX. Director Evaluation- President Anna Cortez will be sending out annual director evaluation forms to Teri, library staff and board members to be completed by the next board meeting. A committee of Anna, Emily, and Val will review and compile information from the evaluations. The board will then discuss the evaluation at the July board meeting.

ONGOING BUSINESS

- X. Revised Meeting Room Policy- Jill made a motion to adopt the revised Meeting Room Policy with minor edits. The motion passed by roll call vote: Vicky-aye, Chandra-aye, Jill-aye, Emily-aye, Val-aye and Anna-aye. Val noted the edits and sent them to Kathy to put in the online policy manual.
- XI. Library Board Committee Chair Bylaw- tabled.
- XII. Strategic Plan Discussion- Planning committee members shared insights of strategy for gathering information from the public that they had discussed with strategic planning consultant Amanda Standerfer from Fast Forward Libraries. The committee will develop a survey (macro) and meet with community groups (micro) seeking input on how the library can hone its mission to serve the community.
- XIII. Library Board Education- A Teams training meeting is scheduled for Tuesday May 24th at 4:45 PM.
- XIV. Closed Session- none.
- XV. Other- Teri spoke of Cordova library's desire to reclaim the Sunset neighborhood and 2nd Street areas for the Cordova Library District. Discussion ensued. We agreed to put this topic on the agenda for next month and invite the Cordova Library Director to speak at the meeting.

Celeste gave program update featuring plans for the Summer Reading Program.

Discussion of process of what happens to policies after approval. Val, as Policy chair, will route them to Kathy, through teams, to add to the electronic policy manual. Further discussion to happen on this topic.

Secretary audit to happen next month.

- XVI. Hearing no objections, Anna adjourned the meeting at 7:21 PM.