

**River Valley District Library
Board Meeting Minutes of the Board of Trustees
November 15, 2021 5:30 PM**

Call to Order— The meeting was called to order at 5:32 PM. Trustees present: President Anna Bippus, Vice President Val Pennock, Treasurer Emily Riewerts, Secretary Jill Schutts, Marybeth Wood, and virtually present by Zoom, Chandra Oakland. Director Teri Schwenneker and Circulation Librarian Kathy Peschang were also present.

Approval of the Agenda— Anna made a motion to approve the agenda. The motion passed unanimously by roll call vote.

Financial Reports— were reviewed and filed for audit.

Public Comments— none.

Director's Report— Teri gave highlights from her Director's Report. Priorities this month have been preparing and delivering financial information to the Auditors for their yearly report and preparing the tax levy for board approval.

The roll out of Managed IT and website (re)creation is underway.

Teri participated in a Prairie Cat Consortium summit where she requested that a useful resource the consortium once provided, but has cut, be reinstated. Subsequent meetings are being scheduled to see what can be done to provide this user friendly function again to the area libraries it serves.

Librarian Kathy Peschang reported on her recent work regarding grant acquisition and community outreach. The library recently was awarded the Restore and Revise River Valley District Library grant for \$15,200, some of which is earmarked for ductwork cleaning. Kathy is sending out a grant request to Exelon and is working on the 2022 PerCapita grant.

Remaining monies from the 2019 PerCapita grant, which focused on security and outreach, are being spent out prior to deadline on spot lights and motion sensor lights for the parking lot. The suggestion to spend some of the remaining money on initiating a newsletter which includes monthly activity calendars to be sent to every home in our district every two months was agreed upon.

Kathy is reaching out to local businesses, the village's Economic Development Committee, Rotary and the schools to develop fun collaborations.

Jill made a motion to accept the director's report as written. The motion passed unanimously by roll call vote.

Committee Reports— the finance committee met. Anna will send out a recap of the meeting. She reported that the library's CDs mature on 11/27/21. The CDs earned \$700. 00 since purchase. The committee discussed the role of the treasurer, whether to raise the tax levy or not, and decided to meet monthly.

No other committees met or reported.

NEW BUSINESS

Levy—Emily made a motion to increase the tax levy by \$10,000, a slight increase, to meet the increasing costs of the audit and of salaries. The motion passed unanimously by roll call vote.

PerCapita Grant—Teri asked the board members to review the Standards for Illinois Public Libraries book to identify a focus on which to write in applying for the 2022 PerCapita grant. Technology, marketing, personnel continuing education and landscaping are early suggestions. Monies awarded with the successful PerCapita grant would then be used to strengthen the area(s) identified in the grant application. Librarian Kathy Peschang is writing and submitting the grant request before the January 15th deadline.

Board Member Replacement—Jill made a motion to accept applicant Victoria Boss to fill the vacant board member seat. She will begin in December 2021. The motion passed unanimously by roll call vote.

Bus Trip Dec. 3—Seats are still available for the library organized bus trip to Chicago's Christkindlemarket. Teri asked, on behalf of the staff, if the library could be closed so they could all attend. Discussion lead to not accepting this idea.

Library Closing Dates for 2022—Val made a motion to add Monday April 18th, the day after Easter Sunday, to the list of suggested Library Closing Dates for 2022. The motion passed unanimously by roll call vote.

Val made a motion to accept the list of Library Closing Dates for 2022 with the addition of April 18th. The motion passed unanimously by roll call vote.

ONGOING BUSINESS

Snow removal bids—After discussion considering three different snow removal vendors, Jill made a motion to hire Bump Snow Removal as long as the amount of salt in the quote is deemed adequate; Teri will clarify this with them. The motion passed unanimously by roll call vote.

Jurassic Parliament—the board shared in reading Jurassic Parliament's lesson on Quorum.

Closed Session—none.

Other—CD. Marybeth will make inquiries at the bank about the library's CDs. We will discuss in December.

Adjournment—Anna made a motion to adjourn at 7:58. The motion passed unanimously.

