

**River Valley District Library
Board of Trustees Meeting
December 21, 2021 04:30 PM**

Call to Order—President Anna Cortez called the meeting to order at 4:36 PM. Trustees in attendance: President Anna Cortez, Vice President Val Pennock (remotely by Zoom), Treasurer Emily Riewerts, Secretary Jill Schutts, Chandra Oakland and trustee inductee Victoria Buss. Trustee Marybeth Wood was absent. Also attending: Director Teri Schwenneker, Librarian Kathy Peschang and Librarian Celeste McKay (remotely by Zoom).

Oath of Office—Secretary Jill Schutts administered the Oath of Office to Trustee Victoria Buss upon entering into the River Valley Library Board.

Audit Presentation—Dave Gosse from Carpentier, Mitchell, Goddard & Company presented the River Valley District Library’s previous fiscal year audit (by Zoom). Everything is in order, however, it is suggested that RVDL segregate duties of paying invoices. Presently Teri is the only authorized check signer. Ideas were exchanged on increasing the number of people involved in the process of cutting checks. For example, one person would be needed to authorize for Teri to access the check stock, another person is an authorized signer (director), a third person is an authorized check signer (board member).

Anna made a motion to accept the audit as presented. The motion passed unanimously by roll call vote: Emily- aye, Chandra-aye, Victoria-aye, Jill-aye, Anna- aye, and (remotely by Zoom) Val-aye.

Minutes November 15, 2021—Anna Cortez made a motion to approve the minutes with two last name corrections. The motion passed unanimously by roll call vote: Emily- aye, Chandra-aye, Victoria-aye, Jill-aye, Anna- aye, and (remotely by Zoom) Val-aye.

Financial Reports—Were reviewed and filed for audit.

Public Comment—By written request Linda Warren pointed out that the book and video returns need attention.

Director’s Report—Anna motioned to accept Teri’s director’s report. The motion passed unanimously by roll call vote: Emily- aye, Chandra-aye, Victoria-aye, Jill-aye, Anna- aye, and (remotely by Zoom) Val-aye.

Committee Reports—Finance and Policy committee members reported on recent meetings. See Committee meeting minutes.

NEW BUSINESS

Per Capita Grant—Board members suggested ideas for the Per Capita Grant and improving the library after reading Standards for Illinois Public Libraries.

Closed Session Meeting Audit—Will yet be completed by Jill Schutts and Marybeth Wood.

Treasurer’s Report—Will be printed in the paper and posted for viewing at the library.

ONGOING BUSSINESS

Board Training—Jurassic Parliament: Getting Your Board to Buy into Robert's Rules.

Closed Session—None

Adjournment—With no objections, the meeting adjourned at 6:27.