

**River Valley District Library
Board of Trustees
Meeting Minutes December 17, 2018**

- I. Call to Order by Vice President Linda Warren at 5:30 pm. Those in attendance were Trustees Jill Schutts, Butch Hugart, Barb Brandt, Dave Brooks, Laura Andrews, and Director Teri Schwenneker. Absent was Trustee Gary Bohms. Jim Taylor from Carpentier, Mitchell, Goddard & Co., LLC, Eric Arnold and Bree Barber were also present.
- II. November 19, 2018 Minutes—were reviewed. First motion to approve made by Barb. Motion approved.
- III. Financial Reports—were reviewed and filed for audit. Motion to go through Item IX: Audit FY 2017/18 presentation early made by Barb. Motion approved. Jim Taylor from Carpentier, Mitchell, Goddard & Co., LLC reviewed results of past year’s audit and shared the financial report. Revenues exceeded expenses for FY 2017/2018. First motion to accept the audit as presented made by Barb. Motion adopted.
- IV. Public Comments – Eric Arnold introduced himself to the board as a patron of the library, and Bree Barber introduced herself as a candidate for the Library Board.
- V. Director’s Report—Highlights were shared by Director Teri Schwenneker. Teri shared the Lego Robotics placed 11th in competition, the Historical Society recently had the *Twilight* pilot as a guest speaker. The Friends of the Library decorated a large wreath for the front of the building and plan to do another in the Spring. First motion to approve the director’s report made by Dave. Motion approved.
- VI. Committee Reports
 - a. Community Meetings Liaisons—Barb shared the Village of Port Byron has not provided the library with a TIF report since the year 2016.

Old Business

- VII. Roof figures- Teri shared she has received more roofing bids from Boss Roofing and Beckwith Commercial Roofing. Discussion was made on the need for a roofing bid to be ready by spring. Motion to move forward on gathering roof bids made by Barb. Motion approved.
- VIII. Patron Conduct Policy—tabled until next meeting.

New Business

- IX. Audit FY 2017/18 – Item moved up with Item III.

- X. Attic doors – Teri shared the engineer will give the library a written report concerning the enlargement of the attic door openings for between \$500 and \$1000.
- XI. KONE recommendations – Teri shared KONE conducted a routine inspection of the elevator and gave recommendations on maintenance they could perform. Item tabled until next month so items can be looked through.
- XII. Treasurer’s report –Teri informed the board the Treasurer’s report is not correct (she had used the preliminary numbers from the audit and they have been changed). She will correct the report and have Butch look it over and then have it signed by Dave and Laura.
- XIII. Transaction cost – A committee was formed to work on deriving Transaction Costs. This committee will consist of Dave, Butch, and Laura.
- XIV. Storage evaluation – Barb and Butch presented their thoughts that the metal shelving in the storage shed should fit into the side attics of the library.
- XV. Closed Session – Personnel and Legal – none.
- XVI. Other – none.
- XVII. Adjournment – First motion to adjourn was made by Barb. Motion adopted. Meeting adjourned at 7:10 pm.

Laura Andrews
Secretary

Approved _____
Corrected _____