

**River Valley District Library
Board of Trustees
Meeting Minutes December 18, 2017**

- I. Call to Order by President David Brooks at 5:30 pm. Those in attendance were Trustees Butch Hugart, Barb Brandt, Jill Schutts, Linda Warren, Gary Bohms, Laura Andrews, Director Natalie Bazan, staff member Teri Schwenneker, Lynn Crawford from Thomas Hammar CPA, and Patty Lindley from the Port Byron village board.
- II. November 20, 2017 Minutes—were reviewed. First motion to approve was made by Gary. Motion adopted.
- III. Financial Reports—(November) were reviewed and filed for audit. Lynn Crawford from Thomas Hammar CPA presented the financial reports to the board. The check reconciliation report and a funds report will now be included with the monthly financials. The Board President and Treasurer can have access setup to run reports online.
- IV. Public Comments – Patty Lindley from the Port Byron village board thanked Natalie, Cathy, and the library for participating in the Christmas Walk. She stated this was a huge success.
- V. Director’s Report—Natalie has created a report for tracking the library’s program costs and attendance. The Friends of the Library and Board sections of the website are being worked on. Natalie is working on the library’s strategic plan, tech plan, and marketing plans. The Custodian is quitting and the library is taking applications. First motion to approve the director’s report was made by Barb. Motion adopted.
- VI. Committee Reports
 - a. Community Meetings Liaisons—none.

Old Business

- VII. Policy Manual Revisions (sections 4&8) – No discussion made. Natalie informed the board she will have these sections completed in January, to be revised in February.
- VIII. Director’s 90 day review – Discussed in Closed Session. First motion to move into closed session made by Barb. Roll Call vote: Butch, Aye, Barb, Aye, Jill, Aye, Linda, Aye, Gary, Aye, Laura, Aye, Dave, Aye. Moved to Closed Session at 5:56 pm. Returned to Open Session at 6:17 pm.

New Business

- IX. Trustee Workshop/Training – The board watched a video entitled “What It Means to be a Trustee.” This is the first video in a training series. Natalie also reported there are two Trustee events available to attend, Galesburg Public Library on January 29th and Oakbrook, IL, on February 17th.

- X. Sexual Harassment Policy – Natalie reported the Sexual Harassment policy needs to be updated. She recommended using the policy provided by the Illinois Library Association. First motion to accept the updated policy as presented was made by Barb. Motion adopted.
- XI. Property purchase – Discussed in Closed Session. First motion to move into closed session was made by Linda. Roll Call vote: Butch, Aye, Barb, Aye, Jill, Aye, Linda, Aye, Gary, Aye, Laura, Aye, Dave, Aye. Moved to Closed Session at 6:42 pm. Returned to Open Session at 7:44 pm.
- XII. Library Building/Addition – Discussed with Property purchase in Closed Session.
- XIII. Other – Discussion was made on the need for repainting the bench in front of the library and putting into storage the Sunflower wreath on the front of the building. Natalie presented a new policy for Electric Vehicle Charging. A special meeting is scheduled for Wednesday, January 3rd, at 5:30 pm.
- XIV. Adjournment – First motion to adjourn was made by Linda. Motion adopted. Meeting adjourned at 7:50 pm.

Laura Andrews
Secretary

Approved _____
Corrected _____