

**River Valley District Library  
Board of Trustees  
Meeting Minutes February 28th, 2018**

- I. Call to Order by President Gary Bohms at 5:35 pm. Those in attendance were Trustees Jill Schutts, Butch Hugart, Barb Brandt, Linda Warren, Dave Brooks, Laura Andrews, Director Teri Schwenneker, and staff member Cathy Lechtenberg.
- II. January 21, 2019 Minutes – were reviewed. First motion to approve made by Dave. Motion approved.
- III. Financial Reports—were reviewed and filed for audit. Barb commented on the General Ledger Detail Report still being needed by the board for ensuring proper tracking of expenses.
- IV. Public Comments – N/A
- V. Director’s Report—Highlights were shared by Director Teri Schwenneker. Teri shared she has been busy working on possible board training strategies. She also included in her printed report how many hours she has been working on various projects. Motion to approve director’s report made by Linda. Motion approved.
- VI. Committee Reports
  - a. Community Meetings Liaisons—none shared.
  - b. Transaction Cost –Butch recapped information shared from the Committee presentation at the January meeting. Discussion was made on the possibility of forming 3 committees from the categories of Building, Management, and Oversight. Discussion was also made on changing the name of the Transaction Cost committee to the Progress Committee. Jill will replace Laura on the committee with Butch and Dave.

**Old Business**

- VII. Attic doors—Discussion was made on the bids received for the enlarging of the attic doors to a walk-thru height. Bids were received from Knapp Construction and Stegner Construction. Motion to go ahead with Stegner Construction bid for \$2300.00 to enlarge the attic doors to walk thru doors with contingency that they clarify on the bid that this is a prevailing wage bid made by Linda. Motion approved. Butch also suggested that TIF money be requested for this project.
- VIII. Roof plan – Discussion was made on roof shingle style and color from samples left at last board meeting. Dave and Gary will work together with Doug Zumaris to create a bid format to send out. Motion to use the Camelot style shingle with Barkwood color for bids made by Gary. Motion approved.

- IX. Storage shed—Discussion was continued on possible construction of a storage shed to house extra shelving, holiday decorations, and other items. Property lines will need to be found in order to calculate how much room there is available for construction of a larger shed.
- X. KONE – Teri shared Kone did come and complete the recommended work approved by the board last meeting. She also renegotiated the Kone contract to stop a price increase.
- XI. Patron Conduct Policy – Teri shared she is waiting for the final feedback from the attorney. This has been tabled until next meeting.

**New Business**

- XII. Board training – Teri shared a link to RAILS training, a sample Governance document from another library, and a Creating Committees handout. Discussion was made on possibly having the future board members be more involved in committees before the monthly board meetings to have them run more efficiently. Discussion was also made on including training back in the monthly board meetings to help document board training for grants.
- XIII. Closed Session – Personnel and Legal – none.
- XIV. Other – Discussion was made on the need for a committee to work on Teri’s director Review for April. This personnel committee will consist of Linda, Gary, and Jill. Also, Teri shared the Special Reserve Fund Ordinance for Building Maintenance/New Building needs to be submitted yearly.
- XV. Adjournment – First motion to adjourn was made by Dave. Motion adopted. Meeting adjourned at 7:36 pm.

Laura Andrews  
Secretary

Approved \_\_\_\_\_  
Corrected \_\_\_\_\_