

**River Valley District Library  
Board of Trustees  
Meeting Minutes January 15, 2017**

- I. Call to Order by President David Brooks at 5:34 pm. Those in attendance were Trustees Butch Hugart, Jill Schutts, Linda Warren, Gary Bohms, Laura Andrews, Director Natalie Bazan, and staff member Cathy Lechtenberg. Absent was Trustee Barb Brandt.
- II. December 18, 2017 and January 3, 2018 Minutes—were reviewed. First motion to approve was made by Linda. Motion adopted.
- III. Financial Reports—(December) were reviewed and filed for audit.
- IV. Public Comments—none.
- V. Director's Report—Natalie reported she has been working on the filing system and getting rid of duplicates and paperwork that is no longer needed. She also reported that Kone will be performing a hydraulic work test on the elevator that needs to be completed and turned in to the State. First motion to approve the Director's report was made by Linda. Motion adopted.
- VI. Committee Reports
  - a. Community Meetings Liaisons—Linda reported the possibility of Rapids City and Port Byron getting high speed internet in the future.
  - b. Library Building/Addition – Laura reported the owner of Sandstrom is retiring. An attempt will be made to contact the company about the property along Route 84.
  - c. Director search committee – Discussion was made on the job posting closing on January 18<sup>th</sup>. The search committee will meet after the meeting to form a plan for interviews.

**Old Business**

- VII. Policy Manual Revisions (section 4, 8 a) – Discussion was made keeping the consultation with the board in order for the Director to close the library in the Emergency Closing Policy (8a). Discussion was made on Policy 4b Job Descriptions to include a notation for the jobs that are not currently active and to include a statement that the board will need to act in order for the job to become an active position. Policy 4c Time off/Leave Policy needs to be updated to read 0-4 years of service instead of 1-4 years, and a change to be able to use PTO after 90 days of service. Discussion was made on Policy 4e Salary Policy to remove the sentence that includes fringe benefits. Policy 4g Employee Acknowledgement Form had an error where Hopkins Library needs to be changed to River Valley. The Organizational Chart needs asterisks for jobs that are not filled with a

comment “if filled” listed. Motion to table the vote for the recommended changes until next meeting made by Gary. Motion adopted.

### **New Business**

- VIII. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – This training will take place next meeting due to computer issues.
- IX. Library Board Email – Natalie informed the board of the need for a library board email address. The new address will be [board@rivervalleylibrary.org](mailto:board@rivervalleylibrary.org). Jill volunteered to be the designated weekly email checker.
- X. E-Verify I-9 forms – Natalie informed the board that she will begin E-verifying new hires.
- XI. Electric Vehicle Charging Policy – Tabled until next month.
- XII. Schedule of Annual Meetings – Natalie suggested the Schedule of Annual Meetings be listed for the public in a January through December format. First motion to accept the 2018 Annual Meeting Schedule as presented made by Linda. Motion adopted.
- XIII. Property purchase – Natalie informed the board the vote made at the January 3<sup>rd</sup> meeting needs to be voted on in a regularly scheduled meeting. Motion to not purchase the Vance property at this time made by Linda. Motion adopted.
- XIV. Closed Session – Personnel and Legal – No discussion was made. Board did not move into closed session.
- XV. Other – Discussion was made on the good job Natalie has done at the library and how she has increased the enthusiasm among staff. Dave reported that Natalie will be available to work interim if needed to help at the library. Natalie also reported that Adam Homann is doing a 4-H project on the library that he will be turning into a commercial. Any board member that would like to help needs to return the survey.
- XVI. Adjournment – First motion to adjourn was made by Linda. Motion adopted. Meeting adjourned at 7:45 pm.

Laura Andrews  
Secretary

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