

**River Valley District Library
Board of Trustees
Meeting Agenda July 16, 2018**

- I. Call to Order by President Gary Bohms at 5:30 pm. Those in attendance were Trustees Jill Schutts, Linda Warren, Barb Brandt, Butch Hugart, and Laura Andrews, Director Teri Schwenneker and staff member Cathy Lechtenberg. Absent was Trustee David Brooks.
- II. Minutes – June 18, 2018 meeting—were reviewed. First motion to approve made by Linda. Motion approved.
- III. Financial Reports—were reviewed and filed for audit.
- IV. Public Comments – N/A
- V. Director’s Report—Highlights were shared by Director Teri Schwenneker and Cathy Lechtenberg. Teri has contacted the auditor for the end of the year audit and the library is working on collecting supplies to send to the troops overseas. Cathy Lechtenberg reported the Summer Reading program has more kids signed up than last year. On June 22nd the library took a group of kids to the Figge Art Museum and the top readers will get to ride to school on a fire truck. Cathy also shared Teri becoming the new director was in an article in *The Review*. An Open House at the library will take place on September 6th from 2 to 6 pm to welcome Teri to the library as the new director.
- VI. Committee Reports
 - a. Community Meetings Liaisons—Barb shared the Village Board is looking for a new member for the Zoning and Planning Committee. There is also an upcoming meeting to discuss the future of Ann’s Helping Hands that will take place at the church.

Old Business

- VII. Main Floor Carpet Bids – Teri shared that bids have been received from Floorcrafters, Mike’s Floorpro, and Carpetland. Discussion was made on the differences listed on the bids for floor prepping. Discussion was also made on whether or not to carpet the library’s stairwells. Motion to accept Floorcrafters’ bid in the event that Butch can verify the company will scrape and seal the floor in the manner described in the other bids and get the clarification in writing, and if not the bid will go to Mike’s Floorpro made by Barb. Motion approved.

New Business

- VIII. Appointment of two trustees to audit Board Secretary’s books – Jill and Barb have been appointed and will audit the Secretary’s book before the next meeting.

- IX. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – Film was presented to those in attendance.
- X. Closed Session Minutes Review– Personnel and Legal – none. Closed session minutes review postponed until next month due to committee member Dave’s absence.
- XI. Other – Teri shared the parking blocks will soon be installed. She also reported she would like to look into the removing the window seats and replacing them with comfortable chairs and bookcases. The storage rental space is in the process of being cleared out. Discussion was made on the need for goals for the director to be established at the next meeting and also the need to work on a new strategic plan for the library.
- XII. Adjournment – First motion to adjourn was made by Barb. Motion adopted. Meeting adjourned at 7:52 pm.

Laura Andrews
Secretary

Approved _____
Corrected _____