

**River Valley District Library  
Board of Trustees  
Meeting Minutes June 18, 2018**

- I. Call to Order by President Dave Brooks at 5:28 pm. Those in attendance were Trustees Jill Schutts, Linda Warren, Barb Brandt, Gary Bohms, and Laura Andrews, Interim Director Teri Schwenneker, and Friends of the Library Jan Schadt and Lisa Brathall. Absent was Trustee Butch Hugart.
- II. Minutes – May 21, 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 – Friends of the Library Jan Shadt and Lisa Brathall shared they will be having a Friend attend board meetings in the future. They also shared the Friends are funding the Summer Reading Program this year because the library did not receive their usual donation from the Excelon Nuclear Plant due to changes in donation rules.
- V. Director’s Report—Highlights were shared by Interim Director Teri Schwenneker. Teri stated the Summer Reading Program is going well. Tara Mckay has been working with the teenage volunteers this summer and has had great participation. The plan for the library expansion has been removed from the website for the time being until the board comes up with the direction they envision for the library. The Sandstrom property is currently in eminent domain for the future expansion of Route 84. Adam Homan, a student, is making a commercial entitled “Welcome to Your Library.” Teri will also be checking with a building inspector to see if it is possible to enlarge the doorways leading to the side attics. First motion to approve the Director’s report made by Linda. Motion approved.
- VI. Committee Reports
  - a. Community Meetings Liaisons—Teri shared Cathy has something planned for the Port Byron Third Thursday event scheduled for this month.
  - b. Library Building/Addition – N/A
  - c. Director search committee – Discussed in Closed Session later in meeting.

**Old Business**

- VII. Main Floor Carpet Bids – Teri shared Butch’s template and questions to have carpet rebid. Discussion was made on including the carpet’s model number and to have the sealing of the floors included in the new bids. Teri will compile a bid letter and have it sent out to vendors.
- VIII. Election of Board Officers –Barb has compiled a Slate of Officers including: President Gary Bohms, Vice President Linda Warren, Secretary Laura Andrews, and Treasurer Butch Hugart. First motion to accept the Slate of Officers as presented made by Barb. Motion approved.

- IX. Parking blocks purchase—6 for \$215.10 from Barco’s outdoor products – Teri shared that she has found rubber parking blocks for purchase. She will check with Butch to see if he has found any others and will then purchase for the parking lot.
- X. Returning to 8 pm closing on Friday – Teri shared that many patrons have voiced their desire to have the library open later on Friday nights. The library currently is scheduled to close at 6 pm on Fridays. First motion to change the closing time of the library back to 8 pm made by Barb. Motion approved.

**New Business**

- XI. Closed Session- Director job offer to Teri Schwenneker was discussed in Closed Session. First motion to move into closed session made by Barb. Roll Call vote: Jill, Aye, Barb, Aye, Linda, Aye, Dave, Aye, Laura, Aye, and Gary, Aye. Moved to Closed Session at 6:17 pm. Returned to Open Session at 6:35 pm. First motion to hire Teri Schwenneker to Director’s position with salary and package as discussed made by Barb. Motion approved.
- XII. In service day—September 28, 2018 PUG Day—moved from October 8 – Teri shared she will be moving the staff in-service day for the Prairie Cat Users Group training because it is scheduled for September 28<sup>th</sup> at the TaxSlayer Center.
- XIII. Ordinance 2018/19-01 “Prevailing Wages”— First motion to adopt Ordinance 2018/19-01 “Prevailing Wages” as presented made by Barb. Motion adopted.
- XIV. Ordinance 2018/19-02 “Meeting Dates”—First motion to adopt Ordinance 2018/19-02 “Meeting Dates” as presented was made by Dave. Motion adopted.
- XV. Ordinance 2018/19-03 “Building and Maintenance Levy .02% Tax”—First motion to adopt Ordinance 2018/19-03 “Building and Maintenance Levy .02% Tax” as presented made by Barb. Motion adopted.
- XVI. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – Film was presented to those in attendance. Barb discussed the training she had taken earlier in the year concerning troublesome patrons. She will share the report she has written about the training at an upcoming board meeting.
- XVII. Closed Session Minutes Review– Laura will be emailing the Closed Session Meeting minutes to the committee for their review.
- XVIII. Other – N/A
- XIX. Adjournment - First motion to adjourn was made by Barb. Motion adopted. Meeting adjourned at 7:00 pm.

Laura Andrews  
Secretary

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