

**River Valley District Library
Board of Trustees
Meeting Minutes March 19th, 2018**

- I. Call to Order by David Brooks at 5:30 pm. In attendance were Trustees Jill Schutts, Butch Hugart, Linda Warren and Laura Andrews, Interim Director Teri Schwenneker, staff member Heidi Iffland, Mike from Mike's FloorPro, and Director of Cordova Library Karen Lonergan. Absent were Trustees Barb Brandt and Gary Bohms.
- II. February 19, 2018 Minutes and February 19, 2018 and February 26th, 2018 Special Minutes—were reviewed. First motion to approve February 19th minutes made by Laura. Motion approved. First Motion to approve Special Meeting minutes made by Jill. Motion approved.
- III. Financial Reports—were reviewed and filed for audit.
- IV. Public Comments N/A
- V. Director's Report—Highlights were shared by Teri Schwenneker. The Friend's Plant Sale is scheduled for Mother's Day Weekend. Winter Reading concluded with 42 children reading 550 books in one month.
- VI. Committee Reports
 - a. Community Meetings Liaisons—reports were shared on Rapids City's hi-speed internet being under construction.
 - b. Library Building/Addition – no updates to report.
 - c. Director search committee – Director search is still continuing. Job listing will be reposted.

Old Business

- VII. Policy Manual Revisions (section 4, 8 a) – Suggestion was made to add page numbers to the bottom of pages for easier reference. Policy C - Time off/Leave – Director should be added as a fourth type of employee. Section D – Staff Rights Policy – wording should be included that states the library uses E-Verify in its background checks. Section IX. Harassment – wording should be added that written complaints can go directly to the board if the complaint is about the Director. X. Sexual Harassment – Procedure for reporting allegation of harassment needs to be specific for the library. Section 8 – various typos were fixed. Linda will work with Teri to correct areas that still need work.
- VIII. Review and revision of Meeting Room Policy – Linda will work with Teri on the Meeting Room Policy for next meeting.
- IX. Main Floor Carpet Bids – Mike from Mike's FloorPro spoke with the board on the existing carpet downstairs. He believes the carpet may have been installed using the wrong adhesive and strongly recommended scraping the old adhesive off the floor

before putting down new carpet. He also suggested finding out where the old carpet was purchased. Butch and Dave will help Teri get the information together to get rebids for the carpet and to further investigate the failure of the current carpet.

New Business

- X. Annual TIF Reports for the Village of Cordova – A letter was received for the Village of Cordova’s Annual TIF Reports. Teri will attend the next meeting.
- XI. Cordova patrons move to Cordova library district—Cordova Library Director Karen Lonergan spoke to the board to request acquiring area on the south side of the current Cordova library taxing district.
- XII. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – film was presented to those in attendance.
- XIII. Closed Session – Personnel and Legal – N/A
- XIV. Other – Teri will be renewing the State of Illinois library grant. Dave also stated the Hillside Library is looking for a part-time library director for their library.
- XV. Adjournment - First motion to adjourn was made by Linda. Motion approved. Meeting adjourned at 7:47 pm.

Laura Andrews

Approved _____

Secretary

Corrected _____