

**River Valley District Library  
Board of Trustees  
Meeting Minutes November 20, 2017**

- I. Call to Order by Vice President Linda Warren at 5:33 pm. Those in attendance were Trustees Barb Brandt, Jill Schutts, Gary Bohms, Laura Andrews, Director Natalie Bazan, and staff member Tara McKay. Trustee Butch Hugart arrived at 6:00 pm. Absent was President Dave Brooks.
- II. October 16, 2017 Minutes—were reviewed. First motion to approve was made by Gary. Motion adopted.
- III. Financial Reports—(October) were filed for audit. Natalie reported an accounting office representative will be coming to a future meeting to answer any questions about the reports.
- IV. Public Comments – none
- V. Director’s Report—Natalie reported the Friends of the Library have been busy with fundraising and funding programs. The library will be taking part in Port Byron’s Christmas Walk on December 1<sup>st</sup>. The website will be updated to include information for FOIA. A grant was received from the Illinois Humanities Council for home schooling programs. First motion to approve was made by Jill. Motion adopted.
- VI. Committee Reports
  - a. Community Meetings Liaisons—Natalie reported the Rotary has been focusing on poverty stricken children and human trafficking at their meetings.

**Old Business**

- VII. AED – The Port Byron Fire Department cancelled due to illness. They will be rescheduled for another meeting.
- VIII. Policy Manual Revisions (sections 9-13) – Various proofreading errors were corrected. Discussion was made on Section 9 FOIA Policy to update the staff listed and remove “except in December” where the board meeting dates are mentioned. Discussion was made on Section 11 Volunteer Policy to include “Volunteers are subjected to background checks when they apply.” First motion to approve policy manual revisions for Sections 9 to 13 with changes as recommended was made by Gary. Motion adopted.
- IX. Library Hours – Discussion was made on the hours the library operates. Natalie reported that most libraries are not open late on Fridays and that 21 out of the 28 local libraries she surveyed have different hours from Memorial Day to Labor Day. First motion to close the library at 6 pm on Fridays starting January 1<sup>st</sup> was made by Laura. Motion adopted.
- X. Efficiency Upgrades – Discussion was made on working toward the recommendations given by the Midamerican Energy audit. Motion to proceed with the attic insulation

proposal recommended by Midamerican Energy not to exceed \$3,000.00 was made by Barb. Motion adopted. Natalie will also work on purchasing a solar-powered motion-activated light for the step in front of the library.

- XI. Computer Replacement – Natalie reported the computers have been ordered and should be installed sometime next month.
- XII. Director’s 90 day review – The committee has not met yet to discuss setting goals for Natalie. Discussion was made on the need for these goals to be set quickly and a report be put in her file.

**New Business**

- XIII. 2017 Treasurer’s Report – The 2017 treasurer’s report is completed. Trustees Jill and Gary will review the report and sign it.
- XIV. New Board Member Documentation – Natalie has created a New Board Member checklist. Every board member is encouraged to meet with Natalie.
- XV. 2018 Closings – Discussion was made on the list of closings for 2018. First motion to accept the 2018 Closing Schedule was made by Barb. Motion adopted.
- XVI. Library Building/Addition – Discussion was made on the neighboring property up for sale. Natalie reported she has spoken with the attorney and he suggested to use the house for storage or demolish it if the library decided to buy it. Butch, Barb, and Dave will be the committee responsible for collecting more information about the property and meeting with the homeowners.
- XVII. Closed Session – Personnel and Legal – No discussion was made. Board did not move into closed session.
- XVIII. Other – Linda reported the Rock Island County Treasurer had contacted her regarding the Statement of Economic Interests forms. She forwarded the information to Laura and Natalie. Natalie reported the 2017 Financial Report for the State of IL Comptroller was filed and more involvement from the Board is needed for the Per Capita Grant. Trustee Barb will be viewing a Webinar on “Safety in the Library” and will report to Natalie on which ideas the library can consider implementing. Barb will also be reading Sections 1 to 5 of the Trustee Facts File and report on them to Natalie.
- XIX. Adjournment – First motion to adjourn was made by Barb. Motion adopted. Meeting adjourned at 6:43 pm.

Laura Andrews  
Secretary

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