

**River Valley District Library
Board of Trustees
Meeting Minutes Sept. 17, 2018**

- I. Call to Order by Vice President Linda Warren at 5:27 pm. Those in attendance were Trustees Butch Hugart, Jill Schutts, Dave Brooks, and Laura Andrews, Director Teri Schwenneker and staff member Cathy Lechtenberg. Absent were Trustees Barb Brandt and Gary Bohms.
- II. Minutes – August 20, 2018 meeting—were reviewed. First motion to approve made by Jill. Motion approved.
- III. Financial Reports—were reviewed and filed for audit. The Capital Asset numbers were corrected by the accountant for the audit.
- IV. Public Comments – N/A
- V. Director’s Report—Highlights were shared by Director Teri Schwenneker and Cathy Lechtenberg. Cathy reported the Story Times have been well attended, but will not be meeting for the next 3 weeks due to the carpet installation. The Open House for Teri has been moved to late October for the same reason. The Lego Robotics Kickoff at the Putnam museum will be taking place this weekend. The Friends will be holding a Popcorn Fundraiser this year. Carpet is on schedule, with re-shelving of books taking place on October 6th and 8th. Teri reported the IPLAR has been completed. Teri attended a Webinar concerning retention of employees, and is working with the Cordova library for extended reciprocal borrowing.
- VI. Committee Reports
 - a. Community Meetings Liaisons—Discussion was made on the Route 84 road closure that will take place from September 24th to October 24th. The library will have maps downstairs for patrons.

Old Business

- VII. Director review and goal setting-Teri’s goals—Teri and Gary had met prior to the board meeting to discuss goals (both short-term and long-term) that were set for Teri by the board. Discussion was made on the 4 goals Teri has set for herself.
- VIII. Insurance update—Discussion was made on the insurance proposal that included destination programming. Teri will contact the school to see if additional coverage is needed when renting a bus from the school. Butch’s recommendation is that we continue with the Rockford Mutual policy the library currently has.

New Business

- IX. Historical Society request to extend meeting time---Discussion was made on allowing the Historical Society to stay after hours when a meeting goes long. This will allow extra time when a special speaker is attending.
- X. Aflac error correction request—Teri reported an error had been made in paycheck withholdings for Aflac insurance dating back to 2016. Teri, Cathy, and Heidi all had incorrect withholdings that resulted in a total of approximately \$850 not being withheld from their paychecks. The amounts will be paid back with additional amounts being withheld from future paychecks.
- XI. IPLAR—was reviewed.
- XII. B & A Ordinance—was presented and signed by the Secretary. The ordinance will be posted downstairs for public viewing.
- XIII. Trustee Election—Election packets will be available for pickup on September 18th.
- XIV. Trustee Training: “Board Meetings” accessed from RAILS trustee training, united for libraries short take training – tabled to next meeting.
- XV. Closed Session Minutes Review– Personnel and Legal – none.
- XVI. Other – Teri shared the neighbor along the riverfront will be putting their home up for sale. She will contact the homeowner for more information.
- XVII. Adjournment – First motion to adjourn was made by Dave. Motion adopted. Meeting adjourned at 6:50 pm.

Laura Andrews
Secretary

Approved _____
Corrected _____