

RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, March 13, 2018
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 03/13/2018. President, Jane Roe, called the meeting to order at 2:30 P.M. The meeting was properly noticed and a quorum was present.

MEMBERS PRESENT: Tom Kelly, Renee Tenderholt, Jan Baer, Jane Roe, Dennis Carriere, Kelly Jacobi, Amber O'Casey, Lloyd Gauthier

MEMBERS ABSENT: Harry Whidden

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Debbie Valine, Ashley Polinski, Sarah Steinbacher (recorder)

2. APPROVE AGENDA

- **Carriere/Jacobi motion to approve the current agenda. All ayes. Motion carried.**

3. REGULAR MEETING MINUTES

- **Tenderholt/O'Casey motion to approve minutes of the regular Board meeting of 02/13/2018. Jacobi and Gauthier abstain. All other trustees aye. Motion carried.**

4. WELCOME GUESTS:

Ashley Polinski

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- Baer was shown a thank you letter from a patron at the senior center. She thanks Susan for writing such a nice letter, it meant a lot to the patron.

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out correspondence.

6. REVIEW FINANCIAL REPORTS

A. UPDATED DECEMBER 2017 FINANCIAL REPORTS

- Valine does not consider the 2017 financial year fully closed out until the City audit is completed. She would like to point out our deficit for 2017, which is from the tuck pointing and painting. We can either take the money out of the building replacement fund or the undesignated escrow account. Final approval of the 2017 reports will be on next month's agenda.
- No action.

B. REVIEW/ APPROVE CURRENT BUDGET REPORT

- Some of the line items that have a very high percentage of use is because they are annual expenses that get paid out all at once.
- **Tenderholt/Baer motion to approve the current budget report. All ayes. Motion carried.**

C. APPROVE BILLS AND CLAIMS

- Tenderholt asks when the last time the City was contacted about plowing. Virginia replies that we checked in 2016, but they would be charging us overtime for Saturday and they would only be able to plow when the lot is completely empty.
- **Kelly/Jacobi motion to approve January bills. All ayes. Motion carried.**

D. APPROVE BOARD-CONTROLLED FUND BILLS AND CLAIMS

- **Jacobi/Kelly motion to approve Board-controlled bills and claims as presented. All ayes. Motion carried.**

E. TRIP (tax fund interception program) UPDATE

- Valine reports that we received our first collection from the TRIP.
- Main barrier right now is the patrons who owe the most do not have a drivers license number on file so we are not always able to find current information.
- No action.

7. CURRENT BUSINESS (DISCUSSION AND ACTION, IF ANY)

A. BANK ACCOUNTS

- The City does not want us to coordinate our deposits with them, they still want us to bring them cash.
- Valine is going ahead with switching to Peoples bank because we can earn better interest rates. The location will also be more convenient. She has established a checking account with them but it does not have a balance as of yet. The best option is the business free checking account.
- Jane Roe is going to get set up as a signatory on the account.
- Valine thinks we should consider moving more money from our checking account to the money market account so we can accrue better interest.
- Valine also presented 7- and 13-month CD options. Kelly recommends we go for the 13-month to get the better interest rate.
- **Kelly/Baer make the motion to give Debbie the authorization to move \$15,000 from undesignated G&M, \$15,000 from Fundraising and \$25,000 from Rentals in our checking account to our Money Market account. All ayes. Motion carries.**
- We are looking for a signatory replacement for Jan. O'Casey volunteers to be a signatory.
- **Kelly/Carrier motion to assign Amber O'Casey as a new signatory. All ayes. Motion carries.**

B. POSITION DESCRIPTION REVIEW

- Ashley Polinski has worked at the library for 11 years. She started as a page, then moved to a library assistant, then moved to Young Adult Librarian. Since she is now pursuing her degree in IT, her new position is the IT point person, for both patrons and staff. She also works the front desk to provide customer service and helps manage the courier.

8. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

Discussed. No action.

B. ADULT DEPARTMENT REPORT

Discussed. No action.

C. CHILDRENS DEPARTMENT

Discussed. No action.

D. CIRCULATION/ILL

As written. No action.

9. PROPERTY COMMITTEE REPORT

- No action.

10. BUILDING COMMITTEE REPORT

- Formal lighting proposal from Lumedio, LLC. **Kelly/Jacobi make a motion not to exceed \$8,000 for the lighting project. All ayes. Motion carries.**
- Next Building Committee meeting is March 20 @ 10:00 a.m.

11. FOUNDATION REPORT

- The Foundation decided not to have their funds audited by the City, since they are a separate 501(c)(3). As of last week, the Foundation had not been asked directly by the City for the audit.

12. FRIENDS OF THE LIBRARY REPORT

- Book sale has moved to second weekend in May.

13. TOWN REPRESENTATIVES REPORT

- Tenderholt asks if anyone else is required to make a written and oral report at their town meetings. All nos.

14. ITEMS FOR NEXT AGENDA

- A. Wage Study
- B. In-service agenda
- C. Internal controls policy
- D. Trustee essentials
- E. Position descriptions
- F. Strategic plan 2019-2024

15. ADJOURN

- **Kelly/Carriere motion to adjourn the meeting. All ayes. Motion carried.**

The meeting was adjourned at 4:01 PM.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____