

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING**

Tuesday, January 16, 2018
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 01/16/2018. President, Jane Roe, called the meeting to order at 2:35 P.M. The meeting was properly noticed and a quorum was present.

MEMBERS PRESENT: Harry Whidden, Tom Kelly, Lloyd Gauthier, Renee Tenderholt, Jan Baer, Jane Roe, Dennis Carriere

MEMBERS ABSENT: Kelli Jacobi, Amber O'Casey

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Debbie Valine, Mona Tifft, Kayla Brees (Northwoods River News), Cindy Weddle (recorder)

2. APPROVE AGENDA

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

3. REGULAR MEETING MINUTES

- **Gauthier/Whidden motion to approve minutes of the regular Board meeting of 12/12/2017. All ayes. Carriere abstains. Motion carried.**

4. WELCOME GUESTS:

Mona Tifft, Kayla Brees (Northwoods River News)

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- No comments

B. PATRON COMMENTS AND CORRESPONDENCE

- Nice letters from patrons and featured articles in the newspaper about library events.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/ APPROVE CURRENT BUDGET REPORT

- **Kelly/Baer motion to approve the current budget report. All ayes. Motion carried.**

B. APPROVE BILLS AND CLAIMS

- Discussed the cost of plowing, courier deliveries, and City Directories.
- **Baer/Carriere motion to approve December bills. All ayes. Motion carried.**

C. APPROVE BOARD-CONTROLLED FUND BILLS AND CLAIMS

- Discussed the cost of plowing the rentals.
- **Tenderholt/Gauthier motion to approve Board-controlled bills and claims as presented. All ayes. Motion carried.**

D. FINANCIAL INSTITUTION DISCUSSION/ACTION

- Debbie Valine provided a comparison sheet on different banks in Rhinelander, with the pros and cons of each bank.
- **Kelly/Tenderholt motion to authorize Debbie Valine the discretion to move banking to Peoples State Bank after talking with Wendy Bixby.**

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

A. BUDGET 2018

- Discussion about whether to keep a five hour a week increase for one employee in the budget. Carriere addressed the concern that the property maintenance budget has been cut for 2018, and whether or not the money should be used for maintenance instead.
- **Based on an advisory vote, the Board will keep the extra 5 hours a week in the budget.**
- Poll for keeping the extra five hours:
 - Kelly: Yes
 - Tenderholt: No
 - Gauthier: Yes
 - Baer: Yes
 - Whidden: Yes
 - Carriere: No
- **Carriere/Kelly motion to approve the 2018 budget. All ayes. Motion carried.**
 - Kelly: Aye
 - Tenderholt Aye
 - Gauthier Aye
 - Roe Aye
 - Baer Aye
 - Whidden Aye
 - Carriere Aye

B. ELECTION OF OFFICERS

- Jan Baer announced that her term will be up in April and that she is retiring from the Board of Trustees. The Town of Pelican will appoint someone new for the Board.
- Whidden nominates Jane Roe for another term as President.
- **Whidden/Kelly motion to approve Jane Roe continuing as President for another year. All ayes. Motion carried.**

- Whidden nominates Lloyd Gauthier as Vice President. Gauthier does not know if this will conflict with his job as Chief of Police.
- **Whidden/Kelly motion to nominate Lloyd Gauthier as Vice President, contingent upon approval by the city administrator. All ayes. Motion carried.**

C. POSITION DESCRIPTION REVIEW, ADULT DEPARTMENT

- Tabled until next month.

D. TRUSTEE ESSENTIALS

- No discussion.

E. MEETING ROOM POLICY REVISION

- Policy now allows the library to charge for damages to the meeting room.
- **Kelly/Carriere motion to approve changes to the meeting room policy. All ayes. Motion carried.**

F. PROFILES IN LIBRARY STAFF

- The Board would like to profile every employee, so that the public knows what each person does at the library. One of the area newspapers is willing to have a small article in the newspaper for each profile.

8. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

- The Foundation wants a recommendation for funding—Virginia Roberts suggests security cameras for the building.

B. ADULT DEPARTMENT REPORT

As written. No action.

C. CHILDRENS DEPARTMENT

Discussed. No action.

D. CIRCULATION/ILL

- Tenderholt wants to know how the total checkouts are calculated—is it the amount of people who check out or the amount of items checked out. (The amount of items checked out.)
- Tenderholt also wants to know how the statistics/amount of checkouts are attached to towns. (Every library card is attached to patron information, including address and town.)

9. PROPERTY COMMITTEE REPORT

- Discussed new lighting in the library, which will cost approximately \$4,000. Motion sensors will be installed in the bathrooms and some offices, along with LED lights in the adult department. The library will receive a grant from the Focus on Energy program and also save money in energy costs.

10. BUILDING COMMITTEE REPORT

- A letter with questions about insulation sent to Kulp's. They responded as soon as they received the letter. Mona Tiff and Virginia Roberts will discuss the response.
- Next meeting date won't be set until Kulp's responds with further information.

11. FOUNDATION REPORT

A. FUNDRAISING UPDATE

No meeting held.

12. FRIENDS OF THE LIBRARY REPORT

- FOL donated \$500 for periodicals. They requested that a FOL book plate go inside all materials purchased with their donations.
- FOL will host the Gaelic harpist, Jeff Pockat, on Valentine's Day from 2-4 PM.

13. TOWN REPRESENTATIVES REPORT

A. Olson Library report on Grand Opening—Jane

The library looked very nice. The lighting was good and they now have smaller meeting rooms available. Very welcoming.

14. ITEMS FOR NEXT AGENDA

A. Positions descriptions, Children's Department, Management Team (exempt & non-exempt)

B. Wage Study

C. Strategic Plan 2019-2024 planning

D. Trustee Essentials

E. City wants Board Accounts and Foundation Audited

- Jan Baer wants an official letter of objection sent to the city, who stated that the library is not cooperating with the auditor. The Board of Trustees said this is not true.

15. ADJOURN

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

The meeting was adjourned at 4:23 PM.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____