

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

Tuesday, December 12, 2017  
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 12/12/2017. 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: Harry Whidden, Tom Kelly, Lloyd Gauthier, Renee Tenderholt, Amber O'Casey, Jan Baer, Jane Roe, Kelli Jacobi

MEMBERS ABSENT: Dennis Carriere

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Mona Tifft, Sarah Steinbacher (recorder)

2. APPROVE AGENDA

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

3. REGULAR MEETING MINUTES

- **Gauthier/Tenderholt motion to approve minutes of the regular Board meeting of 11/14/2017. All ayes. Motion carried.**

4. WELCOME GUESTS:

No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. COMMENTS (limited to 2 minutes per person)

- Roberts hands out correspondence/flyers.

B. CORESPONDENCE

- Survey information from Pine Lake

6. REVIEW FINANCIAL REPORTS

A. REVIEW/ APPROVE CURRENT BUDGET REPORT

- Discussed.
- **Tenderholt/Gauthier motion to approve the current budget report. All ayes. Motion carried.**

B. APPROVE REGULAR BILLS AND CLAIMS

- Tenderholt questions subscription from Walmart. Roberts replies that we order some one-time releases of Holiday or Cooking magazines for adult collection.
- **Kelly/Gauthier motion to approve November bills. All ayes. Motion carried.**

C. APPROVE BOARD-CONTROLLED AND RESTRICTED FUND BILLS AND CLAIMS

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

D. FINANCIAL INSTITUTION DISCUSSION/ACTION

- Tabled until January.

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

### A. BUDGET 2018

- Since the city has approved new insurance rates for employee premium contributions, we do not yet know which choices our employees will take, therefore we still do not have a solid number for our insurance rate.
- Tenderholt asks if BOT could see the survey results from our patrons. Roberts reports survey results.
- Roberts would like to keep survey going, ask the public what they would like to see the library do.
- Roe said we have to table budget until January because we do not have solid insurance rates. If we have a library employee handbook with a 10% contribution policy, we would have to change our employee handbook before the employee contribution increases.

### B. LETTER TO KULP'S ROOFING – INFORMATION ONLY

- Roberts drafted a letter to inquire about Kulp's work on our roof.
- Roe suggests that the letter is sent out by the next BOT meeting.
- **No action.**

### C. 2018 LIBRARY HOLIDAY/CLOSURES

- March 23 and September 28 are set for in-service. Roberts is suggesting we close the Friday after Thanksgiving and possibly the Saturday after Thanksgiving.
- **Whidden moves to extend Thanksgiving closure to Friday after Thanksgiving and Saturday after thanksgiving. Gauthier seconds. All ayes. Motion carried.**

### D. 2018 RECOMMENDED ALTERNATE BOT MEETING DATES

- Still set for second Tuesdays at 2:30.
- **Next BOT meeting set for Tuesday, January 16.**
- Month of May, BOT meeting set for Tuesday, May 15
- Month of July, BOT meeting set for Tuesday, July 17

## 8. MANAGEMENT REPORTS

### A. DIRECTOR'S/ADULT DEPARTMENT REPORT

As written. No action.

### B. CHILDREN'S REPORT

New aquarium donated by Fosters and Smith. As written. No action.

### C. CIRCULATION/ILL

Discussed. No action.

## 9. PROPERTY COMMITTEE REPORT

- Roe asks why the steps costed so much. M. Tifft noticed one of the legs was not sitting properly. Tifft told Gary from Driscoll we shouldn't have to pay for their mistake. Tifft purchased enough supplies to build 5x5, but they did not build to her specs, so they had to buy more materials at a 30% markup. Tifft is going to deduct concrete and 30% markup on supplies when we bill them. Driscoll should be notified that any bills over \$50.00 should be approved by the library.
- No action.

10. BUILDING COMMITTEE REPORT

- No report since December meeting was cancelled.

11. FOUNDATION REPORT

- No Foundation meeting in December.

12. FRIENDS OF THE LIBRARY REPORT

- 2<sup>ND</sup> annual Holiday tea was a success.

13. OCLB

A. ANNUAL COUNTY SERVICE CONTRACT

- No action.

14. TOWN REPRESENTATIVES REPORT

- No reports.

15. ITEMS FOR NEXT AGENDA

A. ANNUAL PLANNING OF AGENDAS

- i. Wage Study
- ii. Basic position descriptions – Tenderholt suggests first so community can see what staff are doing.
- iii. Strategic Plan 2019-2024
- iv. Fundraising

B. TRUSTEE ESSENTIALS

C. POLICY REVIEW

- i. Meeting room

16. ADJOURN

- **Whidden/O’Casey motion to adjourn the meeting. All ayes. Motion carried.**

The meeting was adjourned at 3:40 PM.

Approved:

Jane Roe, President \_\_\_\_\_

Virginia Roberts, Director \_\_\_\_\_

Date \_\_\_\_\_