

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

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 02/13/2018. 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: Harry Whidden, Tom Kelly, Renee Tenderholt, Jan Baer, Jane Roe, Dennis Carriere

MEMBERS ABSENT: Kelli Jacobi, Lloyd Gauthier

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Debbie Valine, Susan Lammert, Denise Chojnaki, Sarah Steinbacher (recorder), Kayla Brees (Northwoods River News), Keith Kost (Rhinelander City administrator)

2. APPROVE AGENDA

- **Whidden/Carriere motion to approve the current agenda with Kelly's suggestion to start with item 7C. All ayes. Motion carried.**

3. REGULAR MEETING MINUTES

- **Tenderholt/Kelly motion to approve minutes of the regular Board meeting of 01/16/2018 All ayes. Motion carried.**

4. WELCOME GUESTS:

Kayla Brees (Northwoods River News), Keith Kost

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 this month's Municipality magazine.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/ APPROVE CURRENT BUDGET REPORT

- Roe asks about workers comp. Roberts reports that we estimate every year, but received actual numbers from Wendi in January. Valine says it is part of our insurance.
- Tenderholt asks about "other expenses", RDL is already over 50% for the line item. Valine reports that account is used to when there is a credit card expense to be reimbursed from Board Funds. The "other expenses" city account will get reimbursed.
- **Kelly/O'Casey motion to approve the current budget report. All ayes. Motion carried.**

B. APPROVE BILLS AND CLAIMS

- Valine reports a \$500 donation from Northwoods Genealogy Society for the microfilm reader maintenance contract.
- **Tenderholdt/Baer motion to approve January bills. All ayes. Motion carried.**

C. APPROVE BOARD-CONTROLLED FUND BILLS AND CLAIMS

- No renter for the hair salon yet on Pelham St.
- **Baer/Carriere motion to approve Board-controlled bills and claims as presented. All ayes. Motion carried.**

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

A. POSITION DESCRIPTION

- Roberts introduces two staff members, Susan Lammert and Denise Chojnaki, both considered “Librarian Assistant 2”. Susan is the outreach librarian for the adult department, so she goes throughout the community to bring our homebound and elderly citizens library books. She coordinates multiple volunteers and has started a memory café, the Coffee Klatch, hosted by Friends of the Library volunteers twice monthly. She manages the large print collection and is responsible for purchasing and weeding large print.
- Denise is the social media and website coordinator, she posts on social media daily. The website is going to be getting an overhaul and she will be the lead on managing the new site. She started the *1000 Books Before Kindergarten* program and also manages the *Book and a Movie* program among others. She does *Baby Story Time* every week and fills in for Tom’s story times when he is absent. She does weekly visits to area schools.
- Baer thinks we should stress to Oneida County that Susan now serves a large part of the community that used to be served by the “mailbox” library program (which they no longer do).

B. TRUSTEE ESSENTIALS

- Discussed. No action.

C. CITY OF RHINELANDER AUDIT REQUEST

- Keith Kost claims that the Foundation did not file a tax return for 2016 according to the 990 finder on public website. When he looked at the public 990 finder, the last tax return he could find was for 2015. Roberts says she will get him a copy of the 2016 return.
- Roberts says that the Foundation voted to give the City a copy of the independent audit that they had done by Wipfli.
- Kost said it would be unusual to do both an audit and a tax return because cost to do an audit is so high. He said that if the Foundation had their own audit performed and gave a copy of their audit to the City, that would suffice. The City needs to have either an audit for both the library and the Foundation or financial information from both the library and the Foundation.
- Kost said the City’s auditors will be here “in house” for the last time on March 12.
- Valine says we were sent an internal control questionnaire by the City. Internal controls are procedures that help guarantee safety and security of our finances.

Valine has been working on completing that (all city departments have been asked to complete one). Also, the City has asked that each department submit information on grants received in 2017.

- Baer asks whether there is a charge to the library for the audit. Kost says no, the City has already paid for the audit and since the library is part of the City, there is no charge to the library.
- Baer objected to the statement that the library was uncooperative with the audit. She thinks that was a misrepresentation of the library as we have been cooperative with the audit procedures.
- **Baer makes a motion to work with the City by providing library financial information for the City audit. O'Casey seconds. All ayes. Motion carried. Roe and Baer sign form.**

D. DPI REPORT

- An annual report for the library is submitted to Department of Public Instruction (DPI) every year. The report includes circulation, financial and personnel statistics. Full Time Equivalency (FTE) employees need to be calculated by every employee, so if there is an employee that only works part of the year, they are actually counted for the full year.
- Roberts says that Valine deserves a lot of credit for compiling all the financial items that went into the report.
- Whidden asks if we are able to input statistics on computer usage. Roberts replies RDL works with WVLS to get better statistics for tech.
- **Roe needs to sign off on DPI report - Did WVLS provide effective leadership and meet the needs of our library? All ayes. Motion carries.**

E. PATRON ISSUE

- Due to staff and patrons feeling threatened and uncomfortable, Roberts would like to permanently ban a patron that is due to come back after a six month suspension.
- **O'Casey/Carriere would like to make a motion to permanently suspend that patron from the library. All ayes. Motion carries.**

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

- Roberts reports that replacement lights are in the works. Mona wants to ask BOT for a ceiling on the lighting installation.

- **Kelly/O’Casey motions for the new lighting and installation not to exceed \$7,500. All ayes. Motion carries.**
- Roberts reports that WVLS wants to test new laser door counters at our library. They are looking to install for testing in April.
- Roberts reports that they reexamined attic insulation issues. Discovered that insulation was doing what it was supposed to be doing. There was no moisture found. Kulp has offered to replace non-functioning sprinkler heads that they covered with insulation.
- Roberts reports issues with front doors. Doors are now stuck because foundation is sinking. Estimation for door frame replacement is around \$16,000. Roberts would like to really consider bumping out and changing the front entry instead of replacing doors.

10. BUILDING COMMITTEE REPORT

- Tuesday, March 20 @ 10:00 a.m. - TENTATIVE

11. FOUNDATION REPORT

- \$400 in travel expenses for Library Legislative Day (LLD), \$324 for BookPage, \$2,500 for library programming.
- New capital campaign \$8,500 for security cameras.

12. FRIENDS OF THE LIBRARY REPORT

No reports.

13. TOWN REPRESENTATIVES REPORT

No reports

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

15. ADJOURN

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

The meeting was adjourned at 4:20 PM.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____