

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, April 10, 2018
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 04/10/2018. Vice President, Jan Baer, 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, Amber O'Casey, Lloyd Gauthier, Harry Whidden

MEMBERS ABSENT: Jane Roe, Dennis Carriere, Kelli Jacobi

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Debbie Valine, Cheryle Miller, Sarah Steinbacher (recorder), Jo Waltenburg

2. APPROVE AGENDA

- **Tenderholt/Whidden motion to approve the current agenda with an option to move items on the agenda as necessary. All ayes. Motion carried.**

3. REGULAR MEETING MINUTES

- **Whidden/O'Casey motion to approve minutes of the regular Board meeting of 03/13/2018. Whidden abstains. All others aye. Motion carried.**

4. WELCOME GUESTS:

Jo Waltenburg, Cheryle Miller

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- It is Jan Baer's last meeting as a trustee. Whidden thanks Baer for her service.
- Baer announces that there are a few Pelican town members that would be interested in serving on the board.

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out correspondence.

6. REVIEW FINANCIAL REPORTS

A. DECEMBER 2017 FINANCIAL REPORTS - FINAL

- Valine would like to defer this item because Wendi Bixby at the City is still awaiting the final audit report. The 2017 financial report is not officially final until the audit report is complete.

B. REVIEW/ APPROVE CURRENT BUDGET REPORT

- Roberts points out fund equity and that the larger sum in the general expenses is for upcoming retirements. Tenderholt asks what the sick leave reimbursement is for retirement. It is up to 1000 hours.

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

C. APPROVE BILLS AND CLAIMS

- Valine reports that our WVLS expenses hit in March.
- **Tenderholt/Kelly motion to approve March bills. All ayes. Motion carried.**

i. COMPUTER EXPENSE REPORT (discussion and action, if any)

- Valine does four different detailed reports: travel training, computer expense, credit card expense detail and tech report. Her understanding is that the tech report was created quite some time ago when we had a staff person managing our tech expenditures. Valine does not think it is as much of a concern anymore since we are using WVLS for tech support. Valine asks if the board still wants to see this report every month or if she can eliminate running it. The board decides they do not need to see this report since WVLS is handling our tech support.
- The City is implementing a new computerized invoice system.

D. APPROVE BOARD-CONTROLLED FUND BILLS AND CLAIMS

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

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

A. DPI ANNUAL REPORT

- Roberts says our 2016 cost per circ was \$5.28. This will be the first year that we can bill Vilas County. The 2017 cost per circ was \$5.90.
- Discussion. No action.

B. MILEAGE ALLOWANCE – OUTREACH

- Susan has been donating her mileage for the last two years. Rather than having her record every two-mile trip she makes to her outreach facilities, Roberts would like her to receive a \$15.00/month mileage allowance.
- **Kelly/O'Casey make the motion to give Susan a \$15.00/month allowance for mileage for her outreach services. All ayes. Motion carried.**

C. WAGE STUDY

- Roberts has put together a wage study of different public libraries to get an idea of fair library employee wages.
- Discussion. No action.

D. TRUSTEE ESSENTIALS

- Roberts hands out packet of trustee essentials.
- Discussion. No action.

E. BANK ACCOUNTS

- Valine was contacted by Jo Waltenburg of Associated Bank to see if they can stay as the library's bank providers. Jo Waltenburg is present and makes a proposal.
- Some of the needs the library has in a bank include efficiency working with the city, location and better account structures. Associated Bank would like to provide alternatives to the current package the library is getting. Waltenburg goes over current accounts. They can offer 1.45% interest rate for a 13-month CD and a 1% interest rate on Money Market accounts. She makes the point that the new branch of Associated Bank is about the same distance from the library as People's bank.
- Baer makes the point that the board would need more discussion to decide and they would probably need to go into closed session.
- Waltenburg mentions that she is happy to come to the library board meetings to get signatures, rather than having our board members go to the bank.
- No minimum on checking account.
- Baer asks if there are any guarantees on the interest rate for the Money Market account. Waltenburg answers that the rate would be locked in for one year only.
- O'Casey suggests we go to People's Bank to ask if they can match the interest rates that Associated Bank is offering.
- Valine reports that the new rates that Associated bank gave us are not their standard rate.
- No action.

F. VACHON TRUST DESIGNATED REPRESENTATIVES

- Valine reports that when city auditors were in town, she got contacted for additional information about our trusts. She had to contact the trust administrator of the Vachon trust. Valine was only able to obtain limited information because contacts on that trust are out dated. Valine says we need to have a letter approved that designates new contacts for that trust. She drafted a letter for Jane Roe, Virginia Roberts and Debbie Valine to be the new contacts for that trust. It would be helpful to get a motion from the board that will designate the new contacts.
 - **Gauthier/Whidden make the motion to designate Jane Roe, Virginia Roberts and Debbie valine as the new contacts for the Vachon trust. All ayes. Motion carried.**

G. STAFF POSITION REVIEW

- Cheryle Miller is here to talk about what she does at the library. Cheryle has been here for 43 years and first started as a page in high school. Cheryle has had almost every position aside from the Director. Most of her job is cataloging materials for the library. She must look at every single record for every single item. She also is the point person for all our periodical subscriptions. She keeps track of the publication renewals each year, how each one is circulating, and what has circulated well in the past. She is the care taker of the library pets. Hurlburt reports that she also helps with numerous Children's programs, nuisance calls, problem patrons, and works the front desk. Hurlburt also points out her excellent negotiating skills when obtaining materials and when getting donations from local supporters. Valine reports that Cheryle is very well respected in the WVLS community and is known as one of the best and most experienced catalogers.

8. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

Tenderholt asks about Kulps replacing the sprinkler heads and whether it is done at no charge. Virginia confirms that we will not be paying for the new sprinkler heads. The new fire service we are getting will now be testing the sprinkler heads. Tom Kingman will be looking at the drains in the parking lot and will also be looking at new striping in the parking lot. Tenderholt asks if we will be paying for that? Yes, we will.

B. ADULT DEPARTMENT REPORT

Discussed. No action.

C. CHILDRENS DEPARTMENT

Discussed. No action.

D. CIRCULATION/ILL

As written. No action.

9. PROPERTY COMMITTEE REPORT

- May have someone interested in renting the Beauty Parlor on Pelham.

10. BUILDING COMMITTEE REPORT

- Next Building Committee meeting is May 15 @ 10:00 a.m.

11. FOUNDATION REPORT

- No action.

12. FRIENDS OF THE LIBRARY REPORT

- They will be running the upcoming book sale. There will be a new t-shirt design.

13. TOWN REPRESENTATIVES REPORT

- No reports.

14. ITEMS FOR NEXT AGENDA

- A. Trustee essentials
- B. Position descriptions
- C. Internal controls policy
- D. Strategic plan 2019-2024

15. ADJOURN

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

The meeting was adjourned at 4:04 PM.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____