

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, May 15, 2018
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 05/15/2018. 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: Jane Roe, Tom Kelly, Renee Tenderholt, Kelli Jacobi, Amber O'Casey, Lloyd Gauthier, Harry Whidden

MEMBERS ABSENT: Dennis Carriere

DIRECTOR: Virginia Roberts

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

2. APPROVE AGENDA

- **Whidden/Kelly 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

- **Tenderholt/Kelly motion to approve minutes of the regular Board meeting of 04/10/2018 with correction of spelling errors. All aye. Motion carried.**

4. WELCOME GUESTS:

Brett Childs

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- None

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out correspondence.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

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

B. APPROVE BILLS AND CLAIMS

- **Jacobi/Gauthier motion to approve April bills. All ayes. Motion carried.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

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

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

A. POSSIBLE CLOSED SESSION

- **Whidden/Jacobi motion to go into closed session. Roll call vote. Kelly aye. O'Casey aye. Jacobi aye. Whidden aye. Roe aye. Gauthier aye. Tenderholt aye.**

B. BANK ACCOUNTS

i. BANK SELECTION

- Various bank and bank account options were presented.
- **Jacobi/Whidden motion to approve that we move all accounts to People's State Bank. All ayes. Motion carried.**
- **Jacobi/Kelly motion to move [REDACTED] into the operational LGIP account and move the remainder of the funds into the long-term LGIP account. Roll call. O'Casey aye. Jacobi aye. Whidden aye. Roe aye. Gauthier aye. Tenderholt aye. Kelly aye. Motion carried.**
- **Kelly/Jacobi make the motion to go back into open session. All ayes. Motion carried.**

ii. SELECT SIGNATORIES (Open Session)

1. Elect two more signatories on People's accounts
 - **O'Casey/Gauthier motion to select Tom Kelly and Renee Tenderholt as signatories on the People's bank accounts. All ayes. Motion carried.**
2. Elect two more signatories on Associated Bank safety deposit box
 - **Jacobi/Gauthier motion to move the safety deposit box to People's bank. All ayes. Motion carries.**

C. CROSS COUNTY PAYMENT LETTERS

- Cross county invoices are sent out by June 30th. The Counties we are invoicing for payment include Forest, Lincoln, Vilas, Price and Langlade.
- Discussion. No action.

D. UNITED WAY GRANT APPLICATION FOR SENIOR OUTREACH

- Roberts put in a grant application for the Senior Outreach program. It is for similar programming to the Coffee Klatch at Milestone. She would like to run the program at all the assisted living facilities with volunteers and possibly a volunteer coordinator.
- Discussion. No action.

E. EATON/KINNUNEN ART PRINT DONATION

- Jeff Eaton approached Roberts about donating wildlife prints for the library meeting room.
- **Kelly/O'Casey motion to accept art print donations from Jeff Eaton. All ayes. Motion carried.**

F. JAN BAER CELEBRATION

- Jane Roe would like to plan an appreciation celebration for Jan Baer on Tuesday, July 17, from 12:00 p.m. – 2:00 p.m. Virginia will contact WVLS representatives, Kris Adams Wendt, past and present City Mayor and the town boards.

G. STRATEGIC PLANNING & POLICY REVIEW, SECTION 1, 2 & 3

- Roberts hands out strategic planning handouts. She would like to contact community groups to get an idea of what they look for in their library, what the library currently does well, and what we can improve on.

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

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

10. BUILDING COMMITTEE REPORT

a. CARNEGIE DOORS RENOVATION

- The building committee has decided Phase I of the building renovation will be renovating the original Carnegie doors to act as the main front entrance to the library. Phase II would include the Northwest corner of the building and the current front entrance. Phase II has not been planned yet, nor have we fundraised for it.

b. GRANT APPLICATION FOR

i. Kiwanis application for funding

- Roe and Roberts will be attending the Kiwanis meeting this month to discuss a possible donation for Phase I of the building project.

ii. Other requests

- Rotary and the Women's Club were present at the meeting. They would like specific information on building plans.

c. DATE OF NEXT MEETING

- Date of next meeting is June 5, 2018 at 10:00 a.m.

11. FOUNDATION REPORT

- The Foundation president has resigned.

12. FRIENDS OF THE LIBRARY REPORT

- Friends of the Library will be hosting the next few library programs. \$571 was raised for the library at the May 11th-12th book sale.

13. TOWN REPRESENTATIVES REPORT

- No reports.

14. ITEMS FOR NEXT AGENDA

15. ADJOURN

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

The meeting was adjourned at 3:35 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____