

**RHINELANDER DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
Tuesday, June 12, 2018  
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 06/12/2018. 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, Dennis Carriere, Brett Childs, Amber O'Casey

MEMBERS ABSENT:

DIRECTOR: Virginia Roberts

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

2. APPROVE AGENDA

- **Whidden/Jacobi motion to approve the current agenda. All aye. Motion carried.**

3. REGULAR MEETING MINUTES

- **Gauthier/Kelly motion to approve minutes of the regular Board meeting of 05/15/2018. Carriere and O'Casey abstain. Remaining members all aye. Motion carried.**

4. WELCOME GUESTS:

No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- No Comments

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out correspondence.

6. REVIEW FINANCIAL REPORTS

A. DECEMBER 2017 FINANCIAL REPORTS – FINAL

- Valine summarizes the final 2017 financial report.
- **Tenderholt/Carriere motion to approve the final 2017 financial reports. All aye. Motion carries.**

B. REVIEW/APPROVE CURRENT BUDGET REPORT

- **Carriere/Jacobi motion to approve the current budget report. All aye. Motion carried.**

C. APPROVE BILLS AND CLAIMS

- **Tenderholt/Gauthier motion to approve May bills. All aye. Motion carried.**

D. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

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

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

A. JAN BAER CELEBRATION

- **Set for Tuesday, July 17 from Noon – 2:00 p.m., before the July BOT meeting.**
- Jane would like a plaque or memento for Jan’s service. Some ideas include book ends, an etched vase or a plaque.
- **Jacobi/O’Casey motion to spend up to \$200.00 on a memento for Jan Baer’s outstanding service to the Rhinelander District Library. All aye. Motion carried.**

B. STRATEGIC PLANNING COMMITTEE FORMATION

- Roberts would like to form a strategic planning committee. Roe, O’Casey and Childs have volunteered.

C. POLICY REVIEW, SECTION 1

- Article 3 section 1, Jacobi suggests adding “At an agreed upon time” rather than a listing a specific time as it is currently written. Roberts agrees and would like to continue to cut out some of the specifics of the policy.
- Roberts and Valine are working on updating the financial policy.

D. REVIEW OF RDL DONATION POLICY

- Roberts would like the Board to review the current policy and propose revisions for next month.
- No action.

E. TRUSTEE ESSENTIALS

- Review of WI DPI open meetings law. T. Kelly emphasizes that the Board must roll call into closed session and roll call back into open session. Also, voting should take place while in closed session and the decision should be announced when back in open session.
- No action.

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

- The Rives St. property is being considered by a potential renter for a childcare facility.
- Roberts is getting another estimate for security cameras.
- Focus on Energy gave us a discount on our new lighting.
- No action.

10. BUILDING COMMITTEE REPORT

a. MINUTES OF MAY 15 MEETING

- Handout for reference.

b. DRAFT MINUTES JUNE 5 MEETING

- Handout for reference.

c. CARNEGIE DOORS RENOVATION

- No action.

d. DATE FOR NEXT MEETING JUNE 19, 10:00 A.M.

11. FOUNDATION REPORT

- The Foundation has selected a new president, Carla Chropkowski.

12. FRIENDS OF THE LIBRARY REPORT

- Next meeting is on June 19 at 1:00 p.m.

13. TOWN REPRESENTATIVES REPORT

- Tenderholt reports that Pine Lake town board asked her why we plan to open Carnegie doors and not replace the 1984 entrance.

14. ITEMS FOR NEXT AGENDA

- a. POLICY REVIEW, SECTION 2&3
- b. POSITION DESCRIPTION REVIEW -- ILL

15. ADJOURN

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

The meeting was adjourned at 3:49 P.M.

Approved:

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

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

Date \_\_\_\_\_