

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, July 17, 2018
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 07/17/2018. 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, Harry Whidden, Dennis Carriere, Brett Childs, Amber O'Casey

MEMBERS ABSENT: Lloyd Gauthier

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

- **Kelly/Tenderholt motion to approve minutes of the regular Board meeting of 06/12/2018. 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. REVIEW/APPROVE CURRENT BUDGET REPORT

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

B. APPROVE BILLS AND CLAIMS

- Valine reports that we have had good results from transferring our banking from Associated to People's.
- **Carriere/Childs motion to approve June bills. All ayes. Motion carried.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

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

D. APPROVE FUND EQUITY ACCOUNTS TRANSFER

- Roberts and Valine would like to continue to save in retirement reserve for upcoming long-term employee retirements.
- **Jacobi/Carriere make a motion to transfer \$3,000.00 of from the fund equity account into the retirement reserve. All ayes. Motion carries.**

E. REVIEW OF 2017 BUDGET

- Roberts reports that our current budget is off by about \$500 because of the incorrect numbers from the City for Dental insurance.
- Arbor Vitae will be making cross county payments this year.
- We expect our V-CAT Maintenance payments to go up.
- Roberts will email a preliminary 2019 budget once she receives the 6-month numbers from the City.

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

A. POLICY REVIEW, CHAPTER 2&3

- Tenderholt made a comment to update service population to current number.
- Roberts and Hurlburt would like to consider waiving fines for Children.
- Page 3, part C, too detailed and no longer relevant.
- Roberts hands out a new investment policy statement, Chapter 3, Board Controlled Funds.
- Carriere mentions that in Chapter 3 it says the Library Director is the secretary of the board, which is no longer the case.
- Trustee Essentials from DPI has a section on Money Management. It is recommended that an annual audit of board-controlled funds is performed.

B. RDL DONATION POLICY

- Roberts passes out examples of donation policies for trustees to review.

C. TRUSTEE ESSENTIALS

- Roberts passes out examples of trustee essentials.

D. POSITION DESCRIPTION REVIEW, INTERLIBRARY LOAN

- Roberts would like to table this line item until the next Board meeting.

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

A. CARNEGIE DOOR REPLACEMENT

- We received another estimate from CRMeyer and it is still drastically higher than Area Glass.
- Roe and Roberts visited the Kiwanis Club for a donation for the Carnegie Door replacement, but the Kiwanis requested more solid cost estimates of the project.
- Jacobi says we need a more detailed estimate from Area Glass before we hire them, including incidental costs.

10. BUILDING COMMITTEE REPORT

a. MINUTES OF JUNE 19 MEETING

- Draft minutes passed out.

b. DATE FOR NEXT MEETING IS FRIDAY, JULY 20, 10:00 A.M.

- No action.

11. FOUNDATION REPORT

- Roe would like trustees to thank any Foundation members they see for Jan Baer's retirement party.

12. FRIENDS OF THE LIBRARY REPORT

- Roberts reports that they will be selling books at Redikulus Dae and helping out with giant games at the County Fair.

13. TOWN REPRESENTATIVES REPORT

- No reports.

14. ITEMS FOR NEXT AGENDA

- a. Whidden would like to add a discussion of salary increase for the library director to the agenda for next meeting.

15. ADJOURN

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

The meeting was adjourned at 3:45 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____