

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, August 14, 2018
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 08/14/2018. 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, Dennis Carriere, Brett Childs, Lloyd Gauthier Kelli Jacobi, Tom Kelly, Amber O'Casey, Renee Tenderholt, Harry Whidden

MEMBERS ABSENT:

DIRECTOR: Virginia Roberts

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

2. APPROVE AGENDA

- The agenda has been properly posted and sent to the media.
- **Carriere/Whidden motion to approve the current agenda. All aye. Motion carried.**

3. REGULAR MEETING MINUTES

- Tenderholt requested the minutes by the day following a meeting if possible because it is helpful to be able to reference the information in town meetings. Steinbacher will email the draft minutes to the trustees as soon as possible following the meeting.
- **Jacobi/Kelly motion to approve minutes of the regular Board meeting of 07/17/2018. All aye. Gauthier abstains. 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

- We have received full or partial payments from all towns.
- We have collected \$189.00 from the Tax Refund Interception Program.
- **Kelly/Tenderholt motion to approve the current budget report. All aye. Motion carried.**

B. APPROVE BILLS AND CLAIMS

- **Jacobi/Childs motion to approve July bills. All aye. Motion carried.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

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

D. 2019 BUDGET (POSSIBLE CLOSED SESSION DUE TO INDIVIDUAL STAFF)

- Roberts passes out preliminary 2019 budget.
- O'Casey thinks it would be beneficial to present a handout during budget discussions that shows we are the lowest per/capita contribution in Oneida County, written in Layman's terms.
- Discussion. No action.
- **Budget is tabled until next meeting.**

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

A. POLICY SECTION CHAPTER 3, FINANCIAL POLICIES

- Roberts and Valine have continued to edit the financial policies to omit the jargon.
- Discussion. No action.

B. WI PUBLIC LIBRARY STANDARDS APPENDIX A

- Discussion. No action.

C. WEBSITE REVIEW

- Denise Chojnacki is here to demonstrate the new website to the board. Discussion. 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

Cathy Krupinski is here to talk about her duties as the ILL librarian. She works part-time at 25 hours a week. Cathy's main responsibility includes ordering materials from outside the WVLS system. She orders from other libraries in Wisconsin, Minnesota and South Dakota, along with many other states. Cathy assists with weeding projects, shelf shifting, circulation records maintenance, managing the library book clubs, book mending and audio/visual cleaning. Along with these duties she works four desk shifts every day, closes once a week and works the Saturday rotation. In addition to her long work history within libraries, Cathy has expertise in environmental science (particularly soil science), genealogy, and fiber crafts.

9. PROPERTY COMMITTEE REPORT

A. CARNEGIE DOOR REPLACEMENT

- We received a more detailed estimate from Area Glass at request from the Board.
- **Jacobi/Whidden make a motion to accept a bid from Area Glass not to exceed \$10,000.00 to replace the Carnegie Doors. All aye. Motion carried.**

B. PELHAM STREET APT. 1 RENEWAL

- **Whidden/Kelly make a motion to renew the lease of the apartment (Unit 1) located at Pelham St. All aye. Motion carries.**

C. CUTTING CABIN RENEWAL

- **Whidden/Kelly make a motion to renew the lease of the Cutting Cabin. All aye. Motion carries.**

10. BUILDING COMMITTEE REPORT

a. MINUTES OF JULY 20 MEETING

- Discussed. No action.

11. STRATEGIC PLANNING COMMITTEE REPORT

a. DRAFT MINUTES OF THE AUGUST 2 MEETING

- Discussed. No action.

12. FOUNDATION REPORT

- There was no meeting in July.

13. FRIENDS OF THE LIBRARY REPORT

- The Friends hosted a successful event at the Oneida County Fair where they offered giant games for kids and teens.
- No meeting in August.

14. TOWN REPRESENTATIVES REPORT

- No reports.

15. ITEMS FOR NEXT AGENDA

a. Budget 2019.

16. ADJOURN

- **Whidden/O'Casey motion to adjourn the meeting. All ayes. Motion carried.**

The meeting was adjourned at 4:29 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____