

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING**
Tuesday, November 13, 2018
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 11/13/2018. 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, Tom Kelly, Amber O'Casey, Renee Tenderholt, Harry Whidden (until 3:15 p.m.)

MEMBERS ABSENT: Kelly Jacobi

DIRECTOR: Virginia Roberts

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

2. APPROVE AGENDA

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

3. REGULAR MEETING MINUTES

- **Kelly/O'Casey motion to approve minutes of the regular Board meeting of 10/09/2018. Tenderholt abstains. All remaining aye. Motion carried.**

4. WELCOME GUESTS:

No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- At the last Town of Crescent board meeting, Whidden reported that Tracy Hartman said the library is doing a great job at offering a variety of programs and disseminating the information to the public.

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out correspondence.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

- O'Casey asks what Vcat maintenance is, Valine answers that it is a payment to WVLS for the library circulation software licenses, the courier deliveries and pickups, item barcodes, patron library cards, movie licenses and our computer network.
- **Kelly/Tenderholt motion to approve the current budget report. All aye. Motion carried.**

B. APPROVE BILLS AND CLAIMS

- Roberts reports that we do maintenance on the parking lot every 3-5 years.
- **Tenderholt/Carriere motion to approve October bills. All aye. Motion carried.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

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

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

A. 2019 BUDGET

- Roberts went to the City Council budget meeting on Monday, November 12. The library was not taken to arbitration this year.
- The health insurance increase for 2019 is 1.9%. Employee contribution will remain the same. Tenderholt asks how the three different staff-selected plans will affect the budget. Gauthier reports that depending on the plan that the staff member chooses, the employer contribution will be different.
- No action.

B. The Board may go into closed executive session as allowed by Wisc. Stat. 19.85(1)(c) which allows closed sessions for the employment, promotion, compensation, or performance evaluation data of any public employee. The Board will reconvene in open session immediately following.

- **Kelly/Gauthier motion to go into closed session. All aye. Motion carries.**
- **Kelly/Tenderholt motion to go into open session. All aye. Motion carries.**
- **O'Casey/Gauthier motion to change Debbie Valine from an hourly employee to a salaried employee. All aye. Motion carried.**

C. BOARD MEETING DATES 2019

- **Kelly/Carriere motion to accept 2019 Board meeting dates as presented. All aye. Motion carried.**
- The dates for the 2019 Board meetings are the following:
 - January 15, February 12, March 12, April 16, May 14, June 11, July 16, August 13, September 10, October 15, November 12, December 10

D. HOLIDAY CLOSURES 2019

- **Carrier/Kelly make the motion to approve Holiday closure dates for 2019. All aye. Motion carried.**

E. POSSIBLE ADDITIONAL CLOSED DATE 2018

- Discussion. No action.

F. NORTHERN ARTS COUNCIL GRANT APPROVAL

- Roberts has written the grant for the same amount as last year.
- Discussion. No action.

G. TRUSTEE ESSENTIALS

- 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.

9. PROPERTY COMMITTEE REPORT

A. RECOMMENDED BUILDING NEEDS 2019

- Roberts has suggested an upgrade to the public lavatories to the Foundation. Mona Tift is in the informational gathering phase of what this would cost.
- Kelly asked if there is a tenant yet for the rental on Pelham St. Roberts answers that there is not. We are going to need to keep it heated in the winter, so one thought Roberts has is to turn the vacant office space into a pop-up book store that the Friends of the Library could help operate.

B. SECURITY CAMERAS

- Foundation has raised \$5,000 so far for security cameras.

10. BUILDING COMMITTEE REPORT

A. ESTIMATES FOR APPROVAL

- No action.

11. STRATEGIC PLANNING COMMITTEE REPORT

- No action.

12. FOUNDATION REPORT

A. HOW THE BOT ENVISIONS THE ROLE OF THE RDLF

- No discussion.

B. REQUEST CAPITAL CAMPAIGN, PUBLIC LAVATORY UPGRADE

- Roberts suggested an upgrade to the public lavatories as the possible 2019 fundraising goal for the Foundation.

13. FRIENDS OF THE LIBRARY REPORT

- See Director's report. No discussion.

14. TOWN REPRESENTATIVES REPORT

- No reports.

15. ITEMS FOR NEXT AGENDA

- Jane will look at some information on performance evaluations for a library director.

16. ADJOURN

- **Carriere/O'Casey motion to adjourn the meeting. All aye. Motion carried.**

The meeting was adjourned at 4:05 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____