

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING**
Tuesday, December 11, 2018
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 12/11/2018. 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: Tom Hurlburt, Debbie Valine, Sarah Steinbacher (recorder)

2. APPROVE AGENDA

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

3. REGULAR MEETING MINUTES

- **Tenderholt/O'Casey motion to approve minutes of the regular Board meeting of 11/13/2018. Jacobi abstains. All others aye. Motion carries.**

4. WELCOME GUESTS:

- Tony Jones from the Masonic Lodge in Rhinelander.

5. STAFF INTRODUCTION

- None.

6. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- Guest, Tony Jones, saw in the local newspaper that the library is taking on a renovation to the Carnegie Doors. He thought that it was a good chance for the Rhinelander Masonic Lodge to show support for the community. At the next Mason's meeting, he is going to propose that the lodge help with a penny campaign for the library as they are very much in support of the library. He has already collected the coffee cans and will get labels for a Masonic Lodge/Rhineland Library "Restore the Door" campaign. The lodge can distribute the fundraising cans around the community and manage the money that is raised. Though it is not official yet, Tony is hoping to start the campaign sometime in January 2019.

B. PATRON COMMENTS AND CORRESPONDENCE

- Roberts hands out multiple positive letters that were written to the library from various patrons.

7. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

- O'Casey asks about public charges for service – taxable sales and fees. Valine says that is the money we collect for printing, copying and faxing – since that is a service the library provides, it is taxable by the State. The fines collected by the library are not taxable.
- **Jacobi/Childs motion to approve the current budget report. All aye. Motion carries.**

B. APPROVE BILLS AND CLAIMS

- Roe asks what is GNRT – Roberts reports that it is for a Graphic Novel Round Table that she was asked to join.
- **Carriere/Kelly motion to approve November bills. All aye. Motion carries.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

- Whidden asks if we got the extended warranty on the new snow blower. Valine reports that she does not think so, but we should double check with Mona Tiff.
- Tenderholt asks if we ever researched other companies for property management or snow removal. Roberts reports that we did a few years ago and our current snow removal company was the cheapest. Driscoll charges us a 10% management fee per month.
- **Gauthier/O'Casey motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

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

A. 2019 BUDGET

- Roberts is proposing decreasing our electricity budget because we had the LED lighting installed. She would like to bump up the Page wage to between \$8.00-\$9.25/hour, depending on the years of service.
- Employee contribution for the dental insurance is increasing this year. The employee medical insurance premium is increasing, but the percentage of employee contribution to the insurance is staying the same.
- There is a 19,355.00 difference from the 2018 budget to the 2019 budget. Roberts is proposing a 2% salary increase across the board. She reports that Library Journal recently published their wage study, which gave a nationwide average, and she would like to get more on track with the study's numbers. She has proposed two different budgets for the board to review. Tenderholt would like to see a proposal right up front for what we want as a raise for the employees.
- **Jacobi/Whidden motion to approve second budget proposal. All aye. Motion carries.**

B. TRUSTEE ESSENTIALS

- Discussed. No action.

C. DIRECTOR EVALUATION FORMAT

- Roe researched a variety of director evaluation formats, including a policy from the Madison Public Library. She asks the board to read the samples before the next

meeting and would like to adopt a policy. Jacobi thinks a self-evaluation is critical and that the approach is accurate and non-threatening with clear goals. Tenderholt makes the point that the evaluation should be about professional growth.

9. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

Discussed. No action.

B. ADULT DEPARTMENT REPORT

Discussed. No action.

C. CHILDRENS DEPARTMENT

Discussed. No action.

10. PROPERTY COMMITTEE REPORT

- No action.

11. BUILDING COMMITTEE REPORT

A. NEXT BUILDING COMMITTEE MEETING IS DECEMBER 12, 2018 @ 1:00 PM

B. The Board may go into closed executive session as allowed by Wisc. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will reconvene in open session immediately following.

i. PROPOSAL FOR APPROVAL

- Roe reports that at the last building committee meeting, the committee voted to hire Jeff Musson to be the project manager for the Carnegie door project. His proposal is to oversee the contracting for the entirety of the project. Roberts contacted his references for previous projects he worked on and received very good results.
- **Jacobi/Whidden make the motion to hire Jeff Musson as a project manager for the Carnegie door renovation project not to exceed \$1,200. All aye. Motion carries.**

ii. RETURN TO OPEN SESSION – N/A

12. FOUNDATION REPORT

A. HOW THE BOT ENVISIONS THE ROLE OF THE RDLF -- GUEST

- No discussion.

13. FRIENDS OF THE LIBRARY REPORT

- See Director's report. No discussion.

14. TOWN REPRESENTATIVES REPORT

- No reports.

15. OCLB REPORT

A. 2019 CONTRACT APPROVAL

- Roberts has the new contract from the Oneida County Library Board. The content is the same as last year.
- **O'Casey/Jacobi motion to approve the OCLB contract. All aye. Motion carries.**

16. ITEMS FOR NEXT AGENDA

- Director evaluation
- Strategic planning

17. ADJOURN

- **Kelly/Whidden motion to adjourn the meeting. All aye. Motion carries.**

The meeting was adjourned at 3:57 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____