

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, January 15, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 1/15/2019. 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, Lloyd Gauthier, Kelli Jacobi, Tom Kelly, Renee Tenderholt, Harry Whidden

MEMBERS ABSENT: Amber O'Casey, Brett Childs

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Katie Kubisiak, Debbie Valine, 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 carries.**

3. REGULAR MEETING MINUTES

- **Jacobi/Tenderholt motion to approve minutes of the regular Board meeting of 12/11/2018. All aye. Motion carries.**

4. WELCOME GUESTS:

- No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- No comments.

B. PATRON CORRESPONDENCE

- Roberts hands out correspondence. No discussion.

C. LIBRARY STAFF PROFILE

- Katie Kubisiak is here from the Children's department. Her greatest amount of work time is spent on Storytime - she and Denise trade off. Once a month she goes to Head Start to perform Storytime. She goes monthly to Crescent School to perform Storytime for the special needs class. She started a Sensory Storytime last year at the library which caters to children with special needs. Katie works 20 hours a week. Hurlburt reports that Katie also does the Summer Reading Program Book Club for the Children's department, which comprises two different age groups – 3rd & 4th grades and 5th & 6th grades. Katie has a degree in Early Childhood Education, she has experience teaching summer school and has experience in social work – specifically working with parents who have children with special needs.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

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

B. APPROVE BILLS AND CLAIMS

- Valine reports that we received a grant from the WI Arts Board for \$4,500 which was split between the library and ArtStart for the School of the Arts. That is what the \$3,000 invoice from ArtStart is regarding.
- **Tenderholt/Gauthier motion to approve December bills. All aye. Motion carries.**

C. APPROVE BOARD CONTROLLED FUND BILLS AND CLAIMS

- Valine reports that we did pay our annual property taxes to the City totaling \$6,611. Kelly thinks it would be worth talking to an assessor in July about the library properties.
- Each year we do a tax filing on Form 1099-MISC for any vendors we paid for services over \$600. Valine brought only one 1099 to our accountant for the LED light installation done by Lumedio.
- The City audit has started. Valine expects the auditors to be in the last week in January.
- **Jacobi/Carriere motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

D. ADJUSTMENTS TO 2019 BUDGET

- The health insurance number changed – it is \$2,500 higher than the original estimate from the City.
- **Jacobi/Kelly motion to approve the adjustments to the 2019 budget. All aye. Motion carries.**

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

A. STRATEGIC PLAN PRESENTATION

- The strategic plan subcommittee will be working on a new mission statement. Roberts is using the ALA motto this year “Building Strong Communities” as inspiration for our strategic plan. Roberts has a space needs worksheet printed out – based on the size of our collection, we are about 11,000 sq ft. short of the space we need.
- Roberts says we need to know who are users are and how we are serving them. Roe would like to know how we are going to do our community survey. Roberts is working on a survey and would bring the survey to the staff first for suggestions and then the board.
- Whidden asks if we are still working with the department of corrections. Roberts says yes.
- Roe asks if there is a basic format for the strategic plan, Roberts says yes. Roe thinks that there should be somebody on the library staff to help with the mission, not just the board. Roberts has a staff meeting planned to talk to staff about the strategic plan.

B. ELECTION OF OFFICERS

- Gauthier thinks it would be beneficial to choose two officers from different townships, rather than two from the same township. Other board members agree.
- Kelly asks if there is a specific time elections need to be done in accordance to the statutes. Roberts replies they have just been following the process of previous Boards.
- **Whidden/Jacobi make a motion to table the election of officers until next month when the full Board of Trustees is present. All aye. Motion carries.**

C. DIRECTOR EVALUATION FORMAT

- Roe would like the board members to highlight sections they like from each evaluation sample. She will then put together a format that can be voted on for next month.

D. TRUSTEE ESSENTIALS

Tabled.

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

- Whidden would like to thank Mona Tiffit for working on the ice that had built up in the driveway.

10. BUILDING COMMITTEE REPORT

- Area Glass installed the new exterior door last Thursday.
- There is no date chosen yet for the next building committee meeting.

11. FOUNDATION REPORT

- There will now be a form that staff need to fill out in order to request funds from the Foundation. The form needs to first be approved by the library board before it is approved by the Foundation.

12. FRIENDS OF THE LIBRARY REPORT

- During the meeting today, the Friends discussed moving next door to open a FOL book store. There will be a business planning meeting in the near future.

13. TOWN REPRESENTATIVES REPORT

- No reports.

14. ITEMS FOR NEXT AGENDA

- **Kelly/Jacobi motion to move next month's board meeting to February 19, 2019. All aye. Motion carries.**
- Director evaluation format
- Strategic planning
- Possible Friends of the Library representative report
- Election of officers

15. ADJOURN

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

The meeting was adjourned at 3:54 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____