

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, February 19, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 2/19/2019. 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, Kelli Jacobi, Tom Kelly, Amber O’Casey, Renee Tenderholt, Harry Whidden, Brett Childs (3:15)

MEMBERS ABSENT: Lloyd Gauthier

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/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 1/15/2018. O’Casey abstains. All others aye. Motion carries.**
- Roe requests that all trustees be recorded in minutes with their last name rather than first name.

4. WELCOME GUESTS:

- No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- Tenderholt reported that her town board said the library can contact an assessor at any time.

B. PATRON CORRESPONDENCE

- Roberts hands out correspondence. No discussion.

C. LIBRARY STAFF PROFILE

- Marianne Steadman works in the Children’s department. Marianne is a full-time employee and her duties include programming, reference services, collection maintenance and processing. Hurlburt reports that Marianne is extremely dependable and rarely misses a day of work. She does all the book processing for the adult and children’s department. She also takes over many of Mona’s maintenance duties when Mona is absent. She orders all the processing and office supplies for the library.

6. FRIENDS OF THE LIBRARY REPORT

A. TRANSFER OF DONATED AND DE-ACCESSED MATERIALS TO FOL

- Tabled.

7. 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 are no longer sent an invoice for our wastewater bill, instead it is directly taken out of our account.
- Roe asks how many years we must do the WRS catchup payments. Roberts reports that we are on year six or seven.
- Carriere asks if our wastewater bill is quarterly. Valine reports yes.
- **Kelly/Tenderholt motion to approve January bills. All aye. Motion carries.**

C. APPROVE BOARD CONTROLLED AND RESTRICTED FUND BILLS AND CLAIMS

- Valine reports that we received a \$500 donation from the VFW for the Holiday Book Fund.
- **Kelly/Jacobi motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

D. ADJUSTMENTS TO 2019 BUDGET

- Roberts reports that this agenda item is a mistake, we covered it in the January meeting.

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

A. STRATEGIC PLAN INTRODUCTION

- Roe hands out options for a new mission statement. O'Casey and Roe will work to revise statement further and present a new statement next month for board approval.
- Roberts mentions that our mission statement should reflect our core values.
- Roberts says we need to know what the goals and values are as a library before we put out a community survey – this will help focus the survey questions.

B. ELECTION OF OFFICERS

- **Kelly/Jacobi motion to re-elect Jane Roe as president. All aye. Motion carries.**
- **Kelly/Whidden nominate Dennis Carriere as vice president.**
- O'Casey asks what the responsibility is of the vice president. Roe reports that the vice president is the second, so if the president is absent, the vice president assumes their duties. Carriere does not feel comfortable assuming the vice president role at this point in time as his schedule is too busy.
- **Kelly rescinds his motion to nominate Dennis Carriere.**
- **Tenderholt/Whidden nominate Amber O'Casey as vice president. All aye. Motion carries.**

C. DIRECTOR REVIEW FORMATS

- Jacobi and Tenderholt reviewed the sample evaluation formats and provided Roe with a revised format.
- Kelly said one of the challenges is the board does not work with Virginia on a daily basis, so it is difficult to give a rating that may truly reflect performance.
- Roe put together a Library Director evaluation policy for the board to review.
- O'Casey suggests that the board approve the policy before approving the evaluation.
- O'Casey said the general idea was to make sure there was a variety of input from staff and stakeholders in order to protect the director.
- Roe wants it to be a process that is clear to everyone, so if the board does get asked from an outside entity whether the director has been evaluated, there is something written in the policy.
- Roe would like the board to review the policy and evaluation for next month so both can be approved.

D. GRANT REQUESTS FOR APPROVAL

- Roberts is working with the Wisconsin Library Association (WLA) to get funds for some staff to attend the Wisconsin Association of Public Libraries (WAPL) conference in Rothschild this May.

E. DPI REPORT APPROVAL

i. Public Library Annual Report

- **Jacobi/Carriere motion to certify the 2018 Public Library Annual Report. All aye. Motion carries.**

ii. Statement Concerning Public Library System Effectiveness

- **Kelly/O'Casey motion to approve the statement concerning public library system effectiveness. All aye. Motion carries.**

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

- Roberts says we received a bid from Godding Builders for \$895.00 to build risers for our DVD cabinets. The bottom shelf of the cabinets is quite low to the ground which makes access difficult for many of our patrons.
- **Whidden/Carriere motion to approve the bid of \$895.00 from Godding Builders to build risers for our DVD cabinets. All aye. Motion carries.**
- Roberts recommends extending lease for the Pelham St. upstairs apartment.
- **Whidden/Kelly make a motion to approve renewing the lease for the Pelham St. upstairs apartment for \$695.00. All aye. Motion carries.**

11. BUILDING COMMITTEE REPORT

- Next meeting is Friday, February 22 @ 10:00 a.m.

12. FOUNDATION REPORT

- No report.

13. TOWN REPRESENTATIVES REPORT

- Whidden says Roberts will be attending the next town meeting to talk about the new Carnegie entrance.

14. ITEMS FOR NEXT AGENDA

- Weather cancellation policy review.
- Director evaluation policy.

15. ADJOURN

- **Jacobi/O'Casey motion to adjourn the meeting. All aye. Motion carries.**

The meeting was adjourned at 3:58 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____