

**RHINELANDER DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING  
Tuesday, March 12, 2019  
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 3/12/2019. 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, Brett Childs, Lloyd Gauthier, Kelli Jacobi, Tom Kelly, Amber O'Casey, Renee Tenderholt, Harry Whidden

MEMBERS ABSENT: Dennis Carriere

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.
- **Whidden/O'Casey motion to approve the current agenda. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- **Kelly/Tenderholt motion to approve minutes of the regular Board meeting of 2/19/2018. Childs and Gauthier abstain. All others 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 - Pages

- Tabled.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

- Valine reports that we received half our revenue payment from Newbold.
- **Jacobi/Childs motion to approve the current budget report. All aye. Motion carries.**

## B. APPROVE BILLS AND CLAIMS

- Gauthier asks about our Advanced Disposal payment. Valine reports that we were in a contract with them and once that contract is over, we will be fully switched to Eagle Waste and Recycling.
- **Kelly/Jacobi motion to approve February bills. All aye. Motion carries.**

## C. APPROVE BOARD CONTROLLED AND RESTRICTED FUND BILLS AND CLAIMS

- Valine reports that we paid our second and final payment to Area Glass for the exterior Carnegie door replacement.
- Whidden would like to mention that Driscoll sent two workers over immediately at the request of Tiff and Roberts to shovel the roof of the rental unit.
- **Tenderholt/Jacobi motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

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

### A. DIRECTOR REVIEW SUBCOMMITTEE

- The board would like to amend the policy by changing the following:
  - Instead of “February 28<sup>th</sup>” use “by the end of February”
  - Instead of “March 31<sup>st</sup>” use “by the end of March”
  - Instead of “April 30<sup>th</sup>” use “by the end of April”.
- According to the policy, the full review process should be completed by the end of the first quarter. Jacobi would like to add:
  - “dates could be subject to change by board approval”.
- **Jacobi/Kelly motion to approve the Library Director evaluation policy including the amendments. Roll call vote - All aye. Motion carries.**
- Jacobi asks if Roberts found anything that wasn’t applicable in the evaluation. Roberts thinks the evaluation encompasses the appropriate items.
- **O’Casey/Whidden motion to approve the Library Director evaluation format. All aye. Motion carries.**

### B. GRANTS REQUEST – WAB SUBMISSION

- Roberts wrote a Wisconsin Arts Board grant for the School of the Arts program the past two years. This is the last year we will be able to apply for the grant. This grant sponsors the library’s portion of the Rhinelander School of the Arts, which includes the author programs and writing workshops.
- Jacobi suggests that Roberts considers the Rhinelander Community Foundation for next year.

### C. POLICY DISCUSSION

- Emergency Closure policy discussion. Whidden asks if the library is considered a hazardous weather shelter or warming center. Roberts reports we are not, we would need more details in our policy if we choose to be a warming center.
- Jacobi suggests adding the following to #4 of the emergency closure policy:
  - “Phone the board president **or designee** for concurrence on the decision to close.”
- O’Casey suggests a broader statement for #5 of the emergency closure policy:
  - “Public notice will be properly posted and sent to the appropriate media”.

- **Jacobi/O’Casey motion to approve the Emergency Closure policy including the amendments. All aye. Motion carries.**

## 8. BUILDING COMMITTEE REPORT

### A. PRESENTATION OF VESTIBULE PROPOSALS

1. The board may go into 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 any closed session.

- **Kelly/Whidden motion to go into closed session. Roll call – all aye. Motion carries.**
- **O’Casey/Jacobi motion to go into open session. Roll call – all aye. Motion carries.**
- **Kelly/Childs motion to accept the bid from Godding Builders to complete general construction for the Carnegie entryway project. Roll call – All aye. Motion carries.**
- **Jacobi/O’Casey motion to accept the bid from Gaber Electric to complete the electrical work for the Carnegie entryway project. Roll call – all aye. Motion carries.**
- **Kelly/Gauthier motion to accept the bid from Carpetiers Carpet One to complete the flooring for the Carnegie entryway project with the flexibility to add the Ditra Membrane at the Director’s discretion. Roll call – All aye. Motion carries.**

2. Accepted bid announcement  
No action.

## 9. MANAGEMENT REPORTS

### A. DIRECTOR’S REPORT

- Roberts was offered half price for the WAPL conference in Rothschild for our library staff.
- Roberts applied for and was awarded a grant from ALA/PLA for an inclusive internship for a local high school student.

### B. ADULT DEPARTMENT REPORT

Discussed. No action.

### C. CHILDRENS DEPARTMENT

Discussed. No action.

### D. CIRCULATION/ILL

- Roberts reports that we have started posting some of our programs on Facebook live. The live video attendance of our programs is counted towards the attendance statistics.
- We have started tracking our statistics for public fax services.

## 10. PROPERTY COMMITTEE REPORT

### A. APPROVAL OF CIRCULATION DESK REPOSITIONING

- Due to the upcoming changes in the Carnegie entrance, we are rotating the circulation desk 90 degrees. We will also be adding extra electrical drops for the front desk computers and public copier. The long portion of the desk will rotate to face the

parking lot entrance and the short portion (reference station) of the desk will rotate to face the new Carnegie entryway. The bid to rotate the desk was made by Godding Builders for just under \$1,000.

- **Whidden/Jacobi motions to accept the bid from Godding Builders to rotate the Adult department circulation desk. Gauthier abstains. All others aye. Motion carries.**

#### B. APPROVAL OF BIDS

No action.

#### 11. FOUNDATION REPORT

- Mona Tiftt is starting to get bids for updating the public bathrooms.

#### 12. FRIENDS OF THE LIBRARY REPORT

- No meeting last month.

#### 13. TOWN REPRESENTATIVES REPORT

- Whidden reports that his town is very appreciative of the career workshops put on by the library. The workshops were arranged by Ashley Polinski in the adult department.
- Tenderholt reports that her last meeting as a Pine Lake library representative will be in April 2019.

#### 14. ITEMS FOR NEXT AGENDA

- a. Transfer of donated and de-accessed materials to FOL.
- b. Mission statement.
- c. Final weather policy.

#### 15. ADJOURN

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

The meeting was adjourned at 3:46 P.M.

Approved:

Jane Roe, President \_\_\_\_\_

Virginia Roberts, Director \_\_\_\_\_

Date \_\_\_\_\_