

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, April 16, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 4/16/2019. Vice President, Amber O'Casey, called the meeting to order at 2:30 P.M. The meeting was properly noticed and a quorum was present.

MEMBERS PRESENT: Dennis Carriere, Brett Childs, Lloyd Gauthier, Tom Kelly, Amber O'Casey, Renee Tenderholt, Harry Whidden

MEMBERS ABSENT: Jane Roe, Kelli Jacobi

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Shirley Larsen, Tom Hurlburt, Debbie Valine, Sarah Steinbacher, (recorder)

2. APPROVE AGENDA

- The agenda has been posted and sent to the media.
- **Whidden/Carriere 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 3/12/2018. Carriere abstains. All others aye. Motion carries.**

4. WELCOME GUESTS:

- Shirley Larsen – New Pine Lake library representative.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- No comments.

B. PATRONCORRESPONDENCE

- Roberts hands out correspondence. No discussion.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE CURRENT BUDGET REPORT

- **Kelly/Childs motion to approve the current budget report. All aye. Motion carries.**

B. APPROVE BILLS AND CLAIMS

- **Tenderholt/Carriere motion to approve March bills. All aye. Motion carries.**

C. APPROVE BOARD CONTROLLED AND RESTRICTED FUND BILLS AND CLAIMS

- **Carriere/Kelly motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

D. CHANGE SIGNATORIES

- Renee Tenderholt was removed as a signatory on the library's Peoples State Bank accounts including the Public Funds Interest account ending in 2696 and the Public Funds Interest account ending in 3803.
- A new board member will need to be assigned as a signatory.
- **Kelly/Whidden motion to remove Tenderholt as a signatory. All aye. Motion carries.**

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

A. POLICY DISCUSSION

- i. Final review of Emergency Closure
 - Please inform Roberts of grammatical or spelling errors.
- ii. Chapters 1, 2, & 3
 - Roberts passes out Chapters 1-3 and asks trustees to review for next meeting. All edits are in red text.
- iii. Extended use fees (fines)
 - In May, Roberts will be bringing forth a policy for the board to review about forgiving fines for children who check out children's materials.
 - Fine collection has been going down the past few years.
 - Roberts is also considering adopting a child to adult fine elimination policy.
- iv. Review of Act 420 letters
 - No action.
- v. Dorothy Carlson Memorial
 - Dorothy was a long-standing children's library volunteer. Roberts is looking for a memorial from the board –something to purchase for the children's department in her memory. There are some memorial donations coming in.
 - **Kelly/Whidden motion to spend board funds not to exceed \$300 for a Dorothy Carlson memorial item for the Children's department. All aye. Motion carries.**

8. PROPERTY COMMITTEE REPORT

A. ANNEX PROPOSAL

- Roberts hands out some documents regarding the Friends of the Library (FOL) using the rental unit next door for a book store. Roberts wrote this annex because along with selling used books, the store will also be used for an extra meeting space for some library groups.
- Tenderholt asks about utilities. Roberts replies that the library is covering utilities.
- The current plan is to open the FOL book store the first Tuesday of June and hold a larger opening for the June Art Fair on the Square.
- Roberts would like the trustees to review the documents and bring them back for approval in May.
- Tenderholt asks about furnishings. Roberts replies that they do already have some shelving. They would also be looking for some tables and chairs for meeting purposes.
- **Whidden/Kelly motion that the Friends of the Library can start moving into the Pelham St. downstairs rental unit in order to open a book store. All aye. Motion carries.**

B. FOL LEASE PROPOSAL

- Trustees should review the proposal and bring suggestions and edits for the next board meeting.

9. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

- Discussed. No action.

B. ADULT DEPARTMENT REPORT

- Discussed. No action.

C. CHILDRENS DEPARTMENT

- Discussed. No action.

D. CIRCULATION/ILL

- Discussed. No action.

10. FOUNDATION REPORT

- The Foundation gave funds for programming and to send staff members to the WAPL conference in May.

11. FRIENDS OF THE LIBRARY REPORT

- They are continuing to work on the details of the book store.

12. TOWN REPRESENTATIVES REPORT

- The town of Crescent is having their annual meeting tonight at 5:00.
- Whidden would like to thank Renee Tenderholt for her service to the library board.

14. ITEMS FOR NEXT AGENDA

- a. Policy review
- b. Trustee essentials

15. ADJOURN

- **Whidden/Kelly 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 _____