

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, May 14, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 5/14/2019. 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: Dennis Carriere, Brett Childs, Lloyd Gauthier, Kelli Jacobi, Tom Kelly, Shirley Larsen, Amber O'Casey, Jane Roe, Harry Whidden

MEMBERS ABSENT: None

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Claudia Baker, (Friends of the Library President), Tom Hurlburt, (recorder), Debbie Valine

2. APPROVE AGENDA

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

3. REGULAR MEETING MINUTES

- **Carriere/Child motion to approve minutes of the regular Board meeting of 3/12/2018. Jacobi and Roe abstains. All others aye. Motion carries.**

4. WELCOME GUESTS:

- Claudia Baker – Friends of the Library President

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- No comments.

B. PATRON CORRESPONDENCE

- Roberts hands out correspondence including a report by staff member Elisha Sheffer on her experience at the Wisconsin Association of Public Library Conference.

6. REVIEW FINANCIAL REPORTS

A. NEW PROCESS

- Valine explained changes in her accounting practices in response to new accounting procedures at City Hall and shared an example of a new report that will be distributed to Board members prior to future regular meetings.
- **Jacobi/Carrier motion to approve Valine's new accounting procedures. All aye. Motion carries.**

B. REVIEW/APPROVE CURRENT BUDGET REPORT

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

C. APPROVE BILLS AND CLAIMS

- **Carriere/Jacobi motion to approve April bills. All aye. Motion carries.**

D. APPROVE BOARD CONTROLLED AND RESTRICTED FUND BILLS AND CLAIMS

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

E. APPROVE NEW SIGNATORIES

- **O'Casey/Kelly motion to appoint board member Shirley Larsen as a signatory on the library's People State Bank accounts of public funds interest account ending in 2696 and public funds interest account ending in 3803. All aye. Motion carries.**

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

A. POLICY DISCUSSION (ACTION MAY BE TAKEN)

i. Discuss policy – Chapter 1

- **Kelly/Jacobi motion to adopt Chapter 1 policy including the changes discussed and agreed upon. All aye. Motion carries.**

ii. Discuss policy – Chapter 2

- **O'Casey/Kelly motion to adopt Chapter 2 as presented. All aye. Motion carries.**

Board member Gauthier departs the meeting at 4:00 p.m.

iii. Discuss policy – Chapter 3

- **O'Casey/Kelly motion to adopt Chapter 3 policy including the changes discussed and agreed upon. All aye. Motion carries.**

iv. Children's Fine-Free Proposal

- **Jacobi/O'Casey motion to eliminate fines on juvenile materials checked out by children beginning in July 2019 pursuant to the procedures that will be developed by Director Roberts and the management team. All aye. Motion carries.**

v. Children to Adult Fine-Free Proposal

- **O'Casey/Roe motion to wave any accrued charges on a child's library card when they are considered an adult by the library to commence in July 2019 pursuant to the procedures that will be developed by Director Roberts and the management team. All aye. Motion carries.**

vi. Patron policy – Chapter 6

- Policy distributed to board members to read before next meeting. No action.

vii. Facilities policy – Chapter 8

- Policy distributed to board members to read before next meeting. No action.

viii. Collection Development policy—Chapter 5

- Policy distributed to board members to read before next meeting. No action.

B. DISCUSS ONEIDA COUNTY FUNDING REQUEST FOR FISCAL YEAR 2020

- Discussion. No action.

C. ANNEX PROPOSAL (RIVES STREET)

D. FRIENDS OF THE LIBRARY LEASE PROPOSAL

- **Roe/O'Casey motion to approve both C & D including the changes discussed and agreed upon. All aye. Motion carries.**

E. RHINELANDER AREA COMMUNITY FOUNDATION REQUEST

- Discussion on requesting money to purchase travel books for the adult department. No action.

8. PROPERTY COMMITTEE REPORT

- No report

9. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

- Accepted as written. No action.

B. ADULT DEPARTMENT REPORT

- Accepted as written. No action.

C. CHILDRENS DEPARTMENT

- Accepted as written. Hurlburt distributed summer reading program brochures. No action.

D. CIRCULATION/ILL

- Accepted as presented. No action.

10. FOUNDATION REPORT

- Roe reported that the Foundation sent fundraising letters for their annual capital campaign. No action.

11. FRIENDS OF THE LIBRARY REPORT

- Friends of the Library President Baker reported that their group was in the process of taking control of their own funds rather than funnel them through the Foundation. They are looking at getting 501C3 status and are looking at getting a grant from the Lumberjack Resource Conservation and Development Council for the cost of this. They are planning on starting out by having the bookstore open from 10:00 a.m. to 2:00 p.m. on Tuesdays beginning with a soft opening on June 4 and a grand opening on June 8. Board discussed possible ways of publicizing the store. No action.

12. TOWN REPRESENTATIVES REPORT

- Whidden reported that the town of Crescent board is appreciate of the resume-building help they have been receiving from library staff in lieu of the loss of jobs resulting from Foster & Smith recently closing.

14. ITEMS FOR NEXT AGENDA

- a. Policy review
- b. Trustee essentials

15. ADJOURN

- **O’Casey/Whidden motion to adjourn the meeting. All aye. Motion carries.**

The meeting was adjourned at 4:23 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____