

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

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 7/16/2019. 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, Kelli Jacobi, Tom Kelly, Shirley Larsen, Donna LeClair, Jane Roe, Harry Whidden

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 posted and sent to the media.
- **Carriere/Whidden motion to approve the current agenda with the ability to change the order of business as needed. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- **Kelly/Carriere motion to approve the minutes of the regular Board meeting of 6/11/2019 as amended. All aye. Motion carries.**

4. WELCOME GUESTS:

- No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- None.

B. PATRONCORRESPONDENCE

- Roberts hands out correspondence. No discussion.

6. REVIEW FINANCIAL REPORTS

A. REVIEW/APPROVE "CITY FUND 203 – LIBRARY OPERATIONS FUND" REPORT

- **Jacobi/Kelly motion to approve the current City Fund 203 budget report. All aye. Motion carries.**

B. APPROVE "RDL – CITY ACCOUNTS" BILLS AND CLAIMS

- **Kelly/Childs motion to approve June bills. All aye. Motion carries.**

C. APPROVE "RDL - BOARD ACCOUNTS" BILLS AND CLAIMS

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

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

A. ELECTION OF NEW VICE PRESIDENT

- **Whidden/Jacobi motion to elect Brett Childs as the Vice President. All aye. Motion carries.**

B. POLICY DISCUSSION

i. Patron Policy

- **Jacobi/Kelly motion to approve Chapter 6 – Patron Policy. All aye. Motion carries.**

ii. Facilities Policy

- **Kelly/Whidden motion to approve Chapter 8 – Facilities Policy. All aye. Motion carries.**

iii. Collection Development

- **Kelly/Carriere motion to approve Chapter 5 – Collection Development Policy. All aye. Motion carries.**

C. LUMBERJACK GRANT REQUEST (DUE IN OCTOBER)

- Roberts reports the Lumberjack Grant is open to nine Wisconsin counties. She will be submitting the grant request in the amount of \$10,000 for the library bathroom renovations.
- **Jacobi/Larson motion to submit the lumberjack grant request for the library bathroom renovations. All aye. Motion carries.**

8. PROPERTY COMMITTEE REPORT

A. 107 PELHAM LOWER UNIT

- The lower unit is now for rent for \$665.00/month.

B. ADDITIONAL FURNISHINGS

- Roberts reports we are talking with Fred Godding about building two more DVD cabinets for the adult department.
- Fred Godding has asked for \$500 in addition to his contract for the Carnegie entrance project. His request is due to the fact that he managed the logistics throughout the project between himself, Gabers, Carpetiers and the library.
- **Kelly/Whidden make the motion to pay Fred Godding an additional \$750 for his extra work on the Carnegie entrance project. All aye. Motion carries.**

9. MANAGEMENT REPORTS

A. DIRECTOR'S REPORT

- An adult department Page has resigned. Her position was not replaced, instead hours were adjusted among other staff.
- Ashley Polinski, the library IT specialist, is looking into offering mobile hotspots for the library.
- No action.

B. ADULT DEPARTMENT REPORT

- Discussed. No action.

C. CHILDRENS DEPARTMENT

- Discussed. No action.

D. CIRCULATION/ILL

- Discussed. No action.

10. FOUNDATION REPORT

- No report – Foundation does not meet during the summer.

11. FRIENDS OF THE LIBRARY REPORT

- The Friends of the Library are continuing to discuss how to promote the bookstore. They will be opening the store during Redikulus Dae.

12. TOWN REPRESENTATIVES REPORT

- Whidden had positive feedback at the Crescent town meeting. The Crescent town board are very impressed with the library offerings for both children and adults.

13. ITEMS FOR NEXT AGENDA

- a. Policy review
- b. Trustee essentials

14. ADJOURN

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

The meeting was adjourned at 3:38 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____