

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, August 13, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 8/13/2019. 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, Tom Kelly, Lloyd Gauthier, Shirley Larsen, Jane Roe, Harry Whidden

MEMBERS ABSENT: Kelli Jacobi, Donna LeClair,

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, (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

- **Childs/Larson motion to approve the minutes of the regular Board meeting of 7/16/19. Gauthier abstains. All others aye. Motion carries.**

4. WELCOME GUESTS:

- No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- None.

B. PATRON CORRESPONDENCE

- Roberts hands out correspondence. No discussion.

6. REVIEW FINANCIAL REPORTS

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

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

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

- **Gauthier/Kelly motion to approve July bills. Discussion All aye. Motion carries.**

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

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

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

A. POLICY DISTRIBUTION

- After Roberts surveys board members for their opinion, it is decided that she will distribute all the library policies except Chapter 4 at the next meeting.
- Roberts distributed copies of the RDL budget policy to board members.

B. TRUSTEE ESSENTIALS

- Roberts reminded board members that the week of August 12 was Trustee Training Week and several webcasts would be available on-line at: <https://www.wistrusteetraining.com>. These webcasts are being recorded, so that they can be viewed in the future also.

C. BUDGET DISCUSSION

- Roberts goes through the first draft of her budget proposal for 2020. Discussion. No action.

8. PROPERTY COMMITTEE REPORT

A. GODDING BUILDER REQUEST

- Discussion. No action.

C. 107 PELHAM LOWER UNIT

Whidden/Carriere move to lower the rent on the Pelham Street lower unit from \$665.00 to \$640.00 a month. Discussion. All aye. Motion Carries.

D. ADDITIONAL FURNISHINGS-DVD CABINETS, SEATING AND TABLES

Carriere/Kelly motion to authorize Godding Builders to construct two oak DVD cabinets for the Adult Department at a cost of \$5,350.00. Discussion. All aye. Motion Carries.

E. OPENING OF THE DOOR DATE SET

The grand opening of the new Carnegie front door of the library was set for Tuesday, September 10, 2019 at 1:00 p.m.

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. No action.

D. CIRCULATION/ILL

- Accepted as written. 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 make money with their used book store located on the first floor of the Pelham Street property.
- The leak from the upper floor apartment into the book store was discussed. Whidden commended staff member Sarah Steinbacher on her swift actions that prevented the flooding from becoming more severe.

12. TOWN REPRESENTATIVES REPORT

- None.

13. OCLB REPORT

- The board revised their plan of services.
- RDL requested an increase of funding in order to hire an employee to assist with outreach services to senior centers.

14. ITEMS FOR NEXT AGENDA

- a. Add to old business an item on strategic planning

15. ADJOURN

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

The meeting was adjourned at 3:30 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____