

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

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 11/12/2019. 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: Dennis Carriere, Brett Childs, Lloyd Gauthier, Kelli Jacobi, Donna LeClair, Jane Roe

MEMBERS ABSENT: Harry Whidden, Tom Kelly, Shirley Larsen

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/Gauthier motion to approve the current agenda. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- **Gauthier/Jacobi motion to approve the minutes of the regular Board meeting of 10/15/2019 as corrected. 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. CORRESPONDENCE

- Roberts hands out correspondence. No discussion.

6. REVIEW FINANCIAL REPORTS

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

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

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

- **Carriere/LeClair motion to approve October bills. All aye. Motion carries.**

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

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

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

A. BUILDING ENGINEERING NEEDS

- Roberts has contacted twelve structural engineers about building needs.

B. NEW PUBLIC LIBRARY RECORDS RETENTION SCHEDULE ADOPTION

- The Wisconsin records retention schedule for public libraries has been recently updated. The schedule acts as a guideline for public libraries when filing and destroying records. The state generally updates the schedule every 10-15 years.
- **Roe/Carriere motion to adopt the updated 2019 Wisconsin public library general records schedule. All aye. Motion carries.**

C. MOBILE WI-FI HOTSPOT POLICY

- The library is going to start circulating Wi-Fi hotspots. Roberts hands out the potential lending policy for the board's review.

D. BOARD EVALUATION

- Roe ran off sample self-evaluation forms for board members. She would like the board to review these samples in December.

E. CLOSURES 2020

- Roberts hands out a list of Holiday closures for 2020.

F. BOARD MEETING DATES 2020

- Roberts hands out a list of Board meeting dates for 2020.
- **Gauthier/Jacobi motion to adopt the library board meeting dates for 2020, with the following revisions in order to accommodate the financial reports: move the September 8th meeting to September 15th and move the December 8th meeting to December 15th. All aye. Motion carries.**

8. OLD BUSINESS

A. TRUSTEE ESSENTIALS

- Roberts would like to assign a board member to read two different trustee essentials handouts and lead a discussion based on the readings. Roe has agreed to read one handout and Carriere has agreed to read one handout.

B. BUDGET

- Roberts has not heard from the County regarding the library's proposed budget. The City does not pass their budget until November 25th.

C. STRATEGIC PLAN UPDATE

- No discussion.

D. SPONSORSHIP POLICY

- Roe wants to know if there is a difference between sponsorship policy and donor policy. Roberts says that sponsorship is generally specific to items for the library to

purchase or building projects. Sponsorship often includes naming rights. The donor policy relates to items being given to the library, not purchased for the library.

- Jacobi thinks that \$1000 is too high a limit for the sponsorship policy and maybe the board should consider decreasing that amount. Both Roberts and Hurlburt note that all named donors are thanked unless they indicate otherwise.

E. MARCI METROPULOS STAINED GLASS UPDATE

- Roberts spoke to the artist and she would like to craft a tryptic for the window, rather than one large piece to fill the space.

9. PROPERTY COMMITTEE REPORT

A. APPROVAL OF NEW SECURITY PANEL UPDATE

- Roberts has an estimate of \$4,447.00 from Johnson Controls for a security panel. She would like to have a security panel in place so an alarm will trigger in the occasion of a flood within the library.
- **Carriere/Jacobi motion to order a security panel for the library. All aye. Motion carries.**

10. BUILDING COMMITTEE REPORT – NEXT MEETING TBD

A. APPROVE SEPTEMBER 4, 2019 MEETING MINUTES

- These minutes do not need approval from the library board as they were already approved in the building committee meeting.

B. APPROVE OCTOBER 23, 2019 MEETING MINUTES

- These minutes do not need approval from the library board as they were already approved in the building committee meeting.

C. REVIEW NOVEMBER 6, 2019 MEETING MINUTES

- Discussion. No action.

11. 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.

12. FOUNDATION REPORT

- Roe and Roberts reported that the Foundation did envelope stuffing this past month for the annual Holiday Book Fund drive.

13. FRIENDS OF THE LIBRARY REPORT

- They meet next week on Tuesday, November 19.

14. TOWN REPRESENTATIVES REPORT

- Carriere said his term for the Oneida County Library board has ended but he has been asked to serve again.

15. ITEMS FOR NEXT AGENDA

- a. Project requests to the Foundation for Capital Campaign
- b. Property management company presentation

16. ADJOURN

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

The meeting was adjourned at 3:35 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____