

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, December 10, 2019
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 12/10/2019. 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, Lloyd Gauthier, Kelli Jacobi, Tom Kelly, Donna LeClair, Jane Roe, Harry Whidden

MEMBERS ABSENT: Brett Childs, 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.
- **Whidden/Carriere motion to approve the current agenda. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- **Jacobi/LeClair motion to approve the minutes of the regular Board meeting of 11/12/2019 as corrected. Kelly and Whidden abstain. All others aye. Motion carries.**

4. WELCOME GUESTS:

- Cindy Skinner from the Pine Lake town board.

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

- Valine reports that 92% of the fiscal year is completed. We have a slight deficit in the *travel/training* budget line, but that does not yet reflect the deposits of the scholarship money that our staff received for training opportunities.
- The *other expenses* budget line will fluctuate because we first pay out of that fund and then reimburse with board funds.
- **Jacobi/Carriere motion to approve the current City Fund 203 budget report. All aye. Motion carries.**

B. APPROVE “RDL – CITY ACCOUNTS” BILLS AND CLAIMS

- **Kelly/Jacobi motion to approve November bills. All aye. Motion carries.**

C. APPROVE “RDL - BOARD ACCOUNTS” BILLS AND CLAIMS

- We start buying more books out of our Holiday Book Fund towards the end of the year. Snow removal for the rentals comes out of the rental income we collect, which is why that is listed in the board funds.
- **Jacobi/LeClair motion to approve Board-controlled bills and claims as presented. All aye. Motion carries.**

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

A. PROPERTY MANAGEMENT COMPANY PRESENTATION

- The presentation by Flanders Realty Group has been cancelled, but Donna LeClair has a packet of information to handout from the company.

B. BOARD EVALUATION

- Roe would like the board to look over some samples of self-evaluations for the next meeting.

C. SYSTEM STANDARIZED MATERIALS LENDING

- Roberts reports that if WVLS adopts standardized lending periods, there will need to be a policy change for the Rhinelander library.

D. LEAVE BALANCE CARRYOVER

- Roberts reports that she has an extra week of vacation to carry over in addition to the four weeks she already gets to carry over.
- **Whidden/Kelly motion that Roberts can carry over extra vacation, not to exceed 10 days. All aye. Motion carries.**

8. OLD BUSINESS

A. BUDGET

- Whidden reported that in his last town board meeting, Tracy Hartman mentioned that Roberts and the library board did a great job with the 2020 budget. Cindy Skinner added that the Pine Lake town board agrees.
- **Jacobi/Roe motion to accept the 2020 library budget. Whidden requests a roll call. Kelly aye. Gauthier aye. Roe aye. LeClair aye. Whidden aye. Carriere aye. Jacobi aye. Motion carries.**

B. CLOSURES 2020

- **Kelly/Jacobi motion to include Saturday, December 26, 2020 as a holiday. All aye. Motion carries.**

C. MOBILE WIFI HOTSPOT POLICY

- **Jacobi/LeClair motion to approve the mobile Wi-Fi hotspot policy. All aye. Motion carries.**

D. SPONSORSHIP POLICY

- **LeClair/Jacobi motion to approve the sponsorship policy. All aye. Motion carries.**

E. TRUSTEE ESSENTIALS

- Roe presented on Chapter 1 of the trustee essentials – what the BOT is responsible for and what the library director is responsible for.
- Gauthier represents the Newbold board at the BOT meetings on his own time, not City of Rhinelander work time.
- Carriere presented the portion of the trustee essentials that includes effective board meetings.
- Discussion. No action.

F. STRATEGIC PLAN UPDATE

- Roberts was given the strategic planning draft for the adult department. WVLS has recently reported they may help system libraries with strategic planning. If this happens, Roberts requested to be the first library they help.

9. PROPERTY COMMITTEE REPORT

- No action.

10. BUILDING COMMITTEE REPORT – NEXT MEETING TBD

- 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: NEXT MEETING 2/4/2020

- No action.

13. FRIENDS OF THE LIBRARY REPORT

- The annual Holiday Tea will be tomorrow, December 11.
- The friends are looking into paying for new door counters for the library.

14. ONEIDA COUNTY LIBRARY BOARD (OCLB)

A. APPROVAL OF OCLB CONTRACT

- Meeting on December 19 at 1:00 p.m.

15. TOWN REPRESENTATIVES REPORT

- No discussion

16. ITEMS FOR NEXT AGENDA

- a. Project requests to the Foundation for Capital Campaign
- b. Security camera vendor
- c. Property management presentation

17. ADJOURN

- **Whidden/Jacobi motion to adjourn the meeting at 3:36 p.m. All aye. Motion carries.**

The meeting was adjourned at 3:36 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____