

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

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 9/10/2019. 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, Brett Childs, Lloyd Gauthier, Kelli Jacobi, Tom Kelly, Shirley Larsen, Donna LeClair, Jane Roe

MEMBERS ABSENT: Harry Whidden

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.
- **Jacobi/Carriere motion to approve the current agenda. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- **Kelly/Carriere motion to approve the minutes of the regular Board meeting of 8/13/2019. 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/Larsen motion to approve the current City Fund 203 budget report. All aye. Motion carries.**

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

- **Jacobi/LeClair motion to approve August bills. All aye. Motion carries.**

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

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

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

### A. REQUEST FOR FUNDS FROM RDLF 2018 CED VIG HOLIDAY BOOK FUND

- Due to a new procedure that the Foundation approved in May, Roberts needs to make a formal request to the board for Holiday Book Funds.
- Holiday Book Fund is an annual campaign that the Foundation runs every year. The donated funds are used to purchase books for the children, adult and teen collections.
- Childs asks why the Foundation made a change to the procedure. Roe answered that the new Foundation Treasurer suggested it be adopted as a best practice, so the library board of trustees stays well informed.
- Jacobi suggests that the Holiday Book Fund request be a standing agenda item every September.
- **Jacobi/Childs motion to allow the library request Holiday Book Funds from the Foundation. All aye. Motion carries.**

### B. POLICY DISTRIBUTION

#### i. Reconsideration form

- Roberts proposes a new reconsideration form.
- **Childs/Gauthier motion to approve the new reconsideration form in Chapter 5 of the policy manual. All aye. Motion carries.**

#### ii. Sponsorship policy

- Roberts requests that the board review the proposed sponsorship policy for the next board meeting. The form is for community members and businesses who would like to sponsor items for the library.

### C. TRUSTEE ESSENTIALS

- No action.

### D. BUDGET

- Roberts presents proposed 2020 budget to the board. She is asking a 5% increase from Oneida County to support the Senior Outreach program. She is proposing a 2.6% increase for COLA. Public service is asking for an increase of 2.8%.
- **Jacobi/Larsen motion to approve the proposed 2020 budget at a 1.96% increase from the 2019 budget. All aye. Motion carries.**

### E. STRATEGIC PLAN

- Roberts hands out some strategic planning documents for the board to review. Roe would like clear terminology in the plan and suggests using “action” items vs. “best practices”. Roberts says part of the reason we want it short and to the point is because she wants to put out a community survey. Roberts already has a file of community surveys. Roe suggests that the library departments develop their action items before it gets sent out for another community survey. Roberts would like staff to look over the strategic planning documents and fill them out accordingly.
- Roe has a list of things for the strategic plan that the board suggested many months ago. Jacobi says that as long as Virginia has the list, she can work it into the strategic plan.
- Jacobi asks if Roberts has found a good example of a public library strategic plan. Roberts says she has pieces she likes from many different plans. Jacobi suggests

picking her top three examples, so she and her staff have clear models to work from. The board would like to see what the departments have been thinking about for the strategic plan, to help focus.

## 8. PROPERTY COMMITTEE REPORT

### A. 107 PELHAM LOWER UNIT

- Roberts reports that the apartment was not properly cleaned. The refrigerator was broken when the tenant moved in, the plumbing needed to be fixed and the carpet was not cleaned. The new renter had to clean everything so Roberts thinks they should get compensated from Driscoll. Driscoll told Roberts that the apartment was cleaned, and it was not. It was Driscoll's responsibility to clean it.

### B. STEVENS STREET LEASE

- The Cutting Cabin lease has expired. Roberts reports that it is a board decision to increase the rent and/or renew the tenant's lease.
- **LeClair/Carriere make the motion to raise the rent for the Cutting Cabin to \$675.00/month. All aye. Motion carries.**

### C. ADDITIONAL EQUIPMENT/FURNITURE

#### i. Microfilm Reader

- Roberts would like to upgrade the library's microfilm reader, partially funded from the technology budget. The Merrill and Rice Lake libraries both have a new digital microfilm reader and have given great reviews. The genealogy group will cover maintenance for the new microfilm reader, which is significantly cheaper than the maintenance agreement for the current microfilm reader.
- Jacobi asks if the library requested a grant from the community foundation. Roberts says that we were already awarded a grant from them this year. Jacobi thinks this is the perfect item to request in a grant.
- **Jacobi/Roe motion to approve replacing the current microfilm readers with a new ViewScan IV-18 mega pixel camera. All aye. Motion carries.**

#### ii. Additional drawer for cabinet

- The additional drawers for the DVD cabinets will cost \$500.
- **Carriere/Kelly motion to approve an extra \$500 for Godding Builders to build additional drawers on the DVD cabinets. All aye. Motion carries.**

#### iii. Memorial Marci Metropulos Stained Glass

- **Gauthier/Kelly motion to contact the stained-glass artist for a memorial piece for the transom window of the new Carnegie entrance. All aye. Motion carries.**

## 9. 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.

10. FOUNDATION REPORT

- New process for Foundation funding requests.

11. FRIENDS OF THE LIBRARY REPORT

- Discussion. No action.

12. ONEIDA COUNTY LIBRARY BOARD (OCLB) – Finance Committee Presentation 10/7/2019

- Roberts is asking for a 5% increase from the County for funding the Senior Outreach program.

13. TOWN REPRESENTATIVES REPORT

- No action.

14. ITEMS FOR NEXT AGENDA

- a. Trustee essentials.
- b. The back of the parking lot, wall and berm.
- c. Closed session for the Director's evaluation.

15. ADJOURN

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

The meeting was adjourned at 3:51 P.M.

Approved:

Jane Roe, President \_\_\_\_\_

Virginia Roberts, Director \_\_\_\_\_

Date \_\_\_\_\_