

**RHINELANDER DISTRICT LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
Tuesday, February 11, 2020
2:30 P.M.**

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 02/11/2020. 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, Donna LeClair, Jane Roe, Harry Whidden, Tom Kelly,

MEMBERS ABSENT: Cindy Skinner, Lloyd Gauthier

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Tom Hurlburt, Cindy Weddle, (recorder)

2. APPROVE AGENDA

- The agenda has been posted and sent to the media.
- **Whidden/Jacobi motion to approve the current agenda, with permission to move the order as necessary. All aye. Motion carries.**

3. REGULAR MEETING MINUTES

- Tabled until next month.

4. WELCOME GUESTS:

- No guests.

5. ANNOUNCEMENTS AND ITEMS OF INFORMATION

A. Comments (Limited to 2 minutes per person)

- Discussed. No action.

B. Correspondence

- Roberts hands out correspondence. No discussion.

7. NEW BUSINESS (Discussion and action, if any)

A. Personnel matters

i. Personnel matters-- The Board of Trustees may go into executive session as allowed by Wisc. Stat. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data) require a closed session. (The Board will convene in open session immediately following any closed session)

- **Kelly/Childs motion to approve closed session at 2:36 PM. All aye in roll call vote. Motion carries.**
- **Tom Kelly left the meeting during the closed session.**
- **Open session at 3:10 PM.**

8. OLD BUSINESS

C. Election of Officers

- **Jacobi/Childs motion to elect Dennis Carriere and Donna LeClair as co-chairs for the months of March through May. All aye. Motion carries.**

- **Carla Chropkowski will replace Jane Roe as the Town of Newbold representative.**

6. REVIEW FINANCIAL REPORTS

A. Review/Approve “City Fund 203 – Library Operations Fund” Report

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

B. Approve “RDL – City Accounts” bills and claims

- **Jacobi/LeClaire motion to approve the January bills. All aye. Motion carries.**

C. Approve “RDL – Board Accounts” bills and claims

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

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

B. Bump art request for funds from the Foundation

- Tabled.

C. Grant request applications for consideration.

- **LeClaire/Jacobi motion to approve the pursual of the grant requests for Kiwanis for children’s programming, Rhinelander Community Foundation for Microfilm Reader, and Dollar General Foundation for Young Adult Summer Reading Program. All aye. Motion carries.**

D. SenSource Door Counter Proposal

- **Carriere/LeClaire motion to approve the Board of Trustees payment of \$2,550 for the installation of the door counters. All aye. Motion carries.**

E. American Engineer Testing Proposal

- **Whidden/Carriere motion to approve the cost of \$2,800 for the American Engineer Testing proposal. All aye. Motion carries.**

F. Annual Report

i. Discussion/Approval

- No action.

ii. System Question consideration/approval

- **Carriere/Roe motion to approve the Rhinelander District Library’s statement of approval for the WVLS support of the library.**

G. Request for inservice closure Wednesday 4 March 2020

- **Whidden/LeClaire motion to approve the library closure on March 4th for staff inservice. All aye. Motion carries.**

8. OLD BUSINESS

A. Property Management Presentation

Tabled

B. Self-Evaluation—Board

- Tabled

D. Library Director's Annual Review

- No action.

E. Trustee Essentials—assignment (discussion)

- Tabled

9. PROPERTY COMMITTEE REPORT

- Discussed. No action.

10. BUILDING COMMITTEE REPORT – NEXT MEETING TBD

- Next meeting February 26th at 2:00 PM.

11. MANAGEMENT REPORTS

A. Director's/Adult Department Report

- Discussed. No action.

B. Children's Department

- Tom Hurlburt announced his retirement at the end of February.

C. Statistics

- Rhinelander District library is the 2nd busiest library in the WVLS system.

12. FOUNDATION REPORT

- Discussed. No action.

13. FRIENDS OF THE LIBRARY REPORT

- No report.

14. ONEIDA COUNTY LIBRARY BOARD (OCLB): next meeting 1 pm February 20

- No report.

15. TOWN REPRESENTATIVES REPORT

- No report.

16. ITEMS FOR FUTURE AGENDA

a. Personal Manual

- No report.

b. Updated Notice Post

- No report.

c. WVLS checkout period recommendation

- No report.

17. ADJOURN

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

The meeting was adjourned at 4:12 P.M.

Approved:

Jane Roe, President _____

Virginia Roberts, Director _____

Date _____