

**RHINELANDER DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MONTHLY MEETING**

Tuesday, January 14, 2020  
2:30 P.M.

1. CALL TO ORDER

The regular meeting of the Rhinelander District Library Board of Trustees was held 01/14/2020. 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, Lloyd Gauthier, Kelli Jacobi, Harry Whidden, Jane Roe, Cindy Skinner

MEMBERS ABSENT: Donna LeClair, Tom Kelly

DIRECTOR: Virginia Roberts

STAFF AND OTHER GUESTS PRESENT: Denise Chojnacki, Debbie Valine, Cindy Weddle, (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/Carriere motion to approve the minutes of the regular Board meeting of 12/10/2019. 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. Announcement made regarding Library Legislative Day on February 1, 2020. 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

- **Childs/Skinner motion to approve December bills. All aye. Motion carries.**

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

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

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

A. ELECTION OF OFFICERS

- **Carriere/Whidden motion to table the election of officers until the February Board meeting. All aye. Motion carries.**

B. SECURITY CAMERA VENDOR

- **Whidden/Carriere motion to purchase security cameras with the service agreement from Per Mar, Option 2. All aye. Motion carries.**

C. SECURITY CAMERA REQUEST FOR FUNDS FROM THE FOUNDATION

- **Jacobi/Gauthier motion to authorize the Director, Virginia Roberts, to request funds from the Foundation to pay for the security camera installation amount of \$6,640 and additional amount for monthly service agreement at \$660/year for 5 years. All aye in roll call vote. Motion carries.**

D. CANON COPIER REQUEST FOR FUNDS FROM THE FOUNDATION

- **Gauthier/Childs motion to authorize the Director, Virginia Roberts, to request \$3,897 from the Foundation for a new copier. All aye. Motion carries.**

E. DOOR COUNTERS REQUEST FOR FUNDS FROM THE FOL

- **Whidden/Jacobi motion to authorize the Director, Virginia Roberts, to request funds from the Friends of the Library for door counters and to purchase door counters, if funds are granted. All aye. Motion carries.**

F. BUMP ART REQUEST FOR FUNDS FROM THE FOUNDATION

- Tabled until the February meeting.

G. LIBRARY DIRECTOR’S ANNUAL REVIEW

- The Board of Trustees will ask the staff and others for evaluations of the Director.

8. OLD BUSINESS

A. PROPERTY MANAGEMENT PRESENTATION

- i. The Committee may go into executive session as allowed by Wisc. Stat. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (The Committee will reconvene in open session immediately following any closed session).

- Presenter was not at the meeting. No presentation.
- **Whidden/Carriere motion to approve closed session at 3:25 PM. All aye in roll call vote. Motion carries.**
- **Whidden/Jacobi motion to approve open session at 3:29 PM. All aye. Motion carries.**

#### B. SELF-EVALUATION--BOARD

- President, Jane Roe, gave the Board three models for self-evaluation.
- Board selected a graduated evaluation
- Tabled until the February meeting.

#### C. TRUSTEE ESSENTIALS—ASSIGNMENT (DISCUSSION)

- Discussed the role of the Board of Trustees and the chain of command.

#### 9. PROPERTY COMMITTEE REPORT

- Discussion. No action

#### 10. BUILDING COMMITTEE REPORT – NEXT MEETING TBD

- No report.

#### 11. MANAGEMENT REPORTS

##### A. DIRECTOR'S REPORT

- Discussed. No action.

##### B. ADULT DEPARTMENT REPORT

- Received a grant from United Way to purchase memory kits and DVD and CD players for homebound patrons.

##### C. CHILDRENS DEPARTMENT

- Discussed. No action.

##### D. STATISTICS

- No action.

#### 12. FOUNDATION: NEXT MEETIN 2/4/2020

- No action.

#### 13. FRIENDS OF THE LIBRARY REPORT

- They meet next week on Tuesday, January 21, 2pm.

#### 14. ONEIDA COUNTY LIBRARY BOARD (OCLB): NEXT MEETING FEB 20<sup>TH</sup> AT 1 PM

- No action.

15. TOWN REPRESENTATIVES REPORT

- No action.

16. ITEMS FOR FUTURE AGENDA

- a. Personnel Manuel
- b. Wisconsin Arts Board Request 2020

17. ADJOURN

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

The meeting was adjourned at 3:55 P.M.

Approved:

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

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

Date \_\_\_\_\_