

Rhineland District Library Board of Trustees

Minutes for Regular Meeting

Tuesday, October 13, 2020, 2:30 PM

Rhineland City Hall

135 South Stevens Street

Council Chambers

Due to precautions concerning COVID-19 this meeting will have a remote attendance option.

1. Call to order/roll call

The regular meeting of the Rhineland District Library Board of Trustees was held on 10/13/2020. President Dennis Carriere called the meeting to order at 2:30 P.M. The meeting was properly noticed, and a quorum was present.

MEMBERS PRESENT: Dennis Carriere, Harry Whidden, Cindy Skinner, Brett Childs, Tom Kelly, Lloyd Gauthier, Laura Tooke Effinger, Carla Chropkowski via remote attendance.

MEMBERS ABSENT: Donna LeClair

DIRECTOR: Virginia Roberts

STAFF & OTHER GUESTS: Debbie Valine, Associate Director, Denise Chojnacki, Children's Librarian, Cathy Oelrich, Adult Services Manager.

2. Approve agenda

Whidden/Kelly motion to approve agenda. All aye. Motion carries.

3. Approve September 15, 2020, Regular Board Meeting Minutes

Kelly/Gauthier motion to September regular board meeting minutes. Childs abstains. All remaining aye. Motion carries.

4. Accept September 17, 2020, Building Committee Minutes

Whidden/Chropkoski motion to accept September Building Committee Minutes. All aye. Motion carries.

5. Introductions of guests in meeting

6. Review financial reports

a. Review / approve "City Fund 203 - Library Operations Fund" report

Kelly/Childs motion to approve City Fund 203 – Library Operations Fund. All aye. Motion carries.

b. Approve "RDL -- City Accounts" bills and claims

Childs/Kelly motion to approve RDL – City Accounts bills and claims. All aye. Motion carries.

c. Approve "RDL -- Board Accounts" bills and claims

Childs/Kelly motion to approve RDL – Board Accounts. All aye. Motion carries. Kelly/Whidden motion to approve payment of Per Mar invoice. All aye. Motion carries.

d. APPROVE final year-end 2019 "City Fund 203 – Library Operations Fund" report

Kelly/Childs motion to approve final year end 2019 City Fund 203 – Library operations fund. All aye. Motion carries.

e. Bank Account Signatories

i. Delete signatory

ii. Add signatory

Whidden/Kelly motion to remove Shirley Larsen and add Dennis Carriere as signatory for People's State Bank accounts [ending in 2696 and 3803]. All aye. Motion carries.

7. New Business (discussion and action, if any)

a. Recommendations for checkout periods

Kelly/Gauthier motion to accept recommendations for checkout periods from WVLS. All aye. Motion carries.

b. Security Camera Policy

Kelly/Gauthier motion to accept Security Camera Policy. All aye. Motion carries.

- c. Libraries Transforming Communities Grant Application
Kelly/Tooke Effinger motion to approve Director to apply for Libraries Transforming Communities Grant. All aye. Motion carries.
- d. Contractor proposals
Kelly/Whidden motion to approve DCB Properties LLC proposal for snow removal. All aye. Motion carries.
- 8. Old Business
 - a. Library open
- 9. Management reports
 - a. Director's Report – **Discussed, no action**
 - b. Adult Department Report – **Discussed, no action**
 - c. Children's Department – **Discussed, no action**
- 10. Property committee report – **Nothing to report**
- 11. Foundation Report – **Meeting on 10/20/2020, will discuss items brought up at September Board of Trustees meeting for review.**
- 12. Building committee--Next meeting November 12, 10:30 am
 - a. Summary of October 8, 2020 meeting – **Proposal for 3,200 square foot edition.**
- 13. OCLB—County Finance Committee Hearing October 5, 3:15 pm
 - a. Summary – **Everything passed through as presented.**
- 14. Town representatives report – **Nothing to report**
- 15. Items for future agenda – **Gaber Electric proposal for updating security lights; furlough policy.**
- 16. Adjourn
Meeting was adjourned at 3:24pm.

Approved:

Dennis Carriere, President or Donna LeClair, Vice President

Virginia Roberts, Director

Date: _____