

Rhineland District Library Board of Trustees

Minutes for Regular Meeting

Tuesday, November 10, 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.

Details for attendance to the virtual meeting room are listed on a separate page accompanying this agenda.

1. Call to order/roll call

The regular meeting of the Rhineland District Library Board of Trustees was held on 11/10/2020. 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, Laura Tooke Effinger. Carla Chropkowski & Donna LeClair via remote attendance.

MEMBERS ABSENT: Lloyd Gauthier

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 October 13, 2020, Regular Board Meeting Minutes

Kelly/Childs motion to October regular board meeting minutes. All remaining aye. Motion carries.

4. Introductions of guests in meeting

5. Review financial reports

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

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

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

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

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

Skinner/Child/Chropkowski motion to approve RDL – Board Accounts bills and claims. All aye. Motion carries.

d. Approve Fund Equity transfers

Skinner/Whidden motion to approve Fund Equity transfers:

Motion to request the City Finance Director to move \$13,000.00 from the library's 203-342000-00 Unreserved/Undesignated Fund Equity account to its 203-331201-00 Retirement Reserve Fund Equity account.

All aye. Motion carries.

e. Additional Fund Equity Subaccounts (discuss/approve)

Tooke Effinger/Kelly motion to approve Additional Fund Equity Subaccounts:

Motion to request that the City Finance Director create two new library Fund Equity accounts titled "Programming" and "Library Materials."

All aye. Motion carries.

f. Approve signatories on safety deposit box

Whidden motions to remove Jane Roe and Amber O'Casey and add Tom Kelly and Laura Effinger Tooke as signatories on the safety deposit box. Chropkowski seconded the motion. All aye. Motion carries.

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

a. Final 2021 budget

Kelly/Whidden motion to approve the Final 2021 budget. All aye. Motion carries.

b. Contractor proposals

Whidden/Kelly motion to approve HBM proposal Part 1. New Conceptual Drawings for a potential 3,200 addition up to \$40,500. All aye. Skinner abstains. Motion carries.

c. Stevens Street Lease Renewal

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Whidden/Kelly motion to renew Stevens Street lease for 1 year. All aye. Motion carries.

- d. Holidays 2021
 - e. Meeting dates 2021
 - 7. Old Business
 - a. Library open
 - b. Employee furlough
 - c. Strategic plan discussion
 - 8. Management reports
 - a. Director's Report – **Discussed, no action**
 - b. Adult Department Report – **Discussed, no action**
 - c. Children's Department – **Discussed, no action**
 - 9. Property committee report– **Nothing to report**
 - 10. Foundation Report – **Meeting on 10/20/2020, discussed items brought up at September Board of Trustees meeting for review.**
 - 11. Friends Report
 - 12. Building committee--Next meeting November 12, 10:30 am
 - a. James Shook HBM proposal for concepts
 - b. Accept October 8, 2020, Building Committee Minutes– **Table until next month**
 - 13. OCLB—November County Board Budget Agenda Item. **Next meeting 11/19/2020**
 - a. Summary– **County Budget passed through as presented.**
 - 14. Town representatives report– **Nothing to report**
 - 15. Items for future agenda
 - a. Personnel policies
 - b. Online meeting next month – Play by ear at behest of the board
 - 16. Adjourn
- Meeting was adjourned at 3:48pm.**

Approved:

Dennis Carriere, President or Donna LeClair, Vice President

Virginia Roberts, Director

Date: _____