

Rhineland District Library Board of Trustees
Minutes for Regular Meeting

Tuesday, September 15, 2020, 2:30 PM
Rhineland City Hall
135 South Stevens Street
Council Chambers

1. Call to order/roll call

The regular meeting of the Rhineland District Library Board of Trustees was held on 9/15/2020. Vice President Donna LeClair called the meeting to order at 2:30 P.M. The meeting was properly noticed, and a quorum was present.

MEMBERS PRESENT: Donna LeClair, Cindy Skinner, Harry Whidden, Tom Kelly, Lloyd Gauthier, Laura Tooke Effinger.

MEMBERS ABSENT: Dennis Carriere, Brett Childs, Carla Chropkowski.

DIRECTOR: Virginia Roberts

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

2. Approve agenda

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

3. Approve August 11, 2020, Regular Board Meeting Minutes

Gauthier/Kelly motion to approve the regular board meeting minutes. All Aye. Motion carries.

4. Introductions of guests in meeting

5. Review financial reports

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

Whidden/Kelly motion to approve City Fund 203 budget report. All Aye. Motion carries.

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

Kelly/Gauthier motion to approve City Accounts bills and claims. All Aye. Motion carries.

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

Kelly/Skinner motion to approve Board Accounts bills and claims. All Aye. Motion carries.

d. Bank Account Signatories – **Tabled until October meeting**

i. Delete signatory

ii. Add signatory

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

a. Grant requests

i. Foundation request Book Pages

Whidden/Kelly motion to approve Director to request Book Pages subscription from the Foundation. All Aye. Motion carries.

ii. Foundation request Ced Vig Holiday Book Fund

Effinger/Kelly motion to approve Director to request the transfer of funds from the Foundation for the Ced Vig Holiday book Fund. All Aye. Motion carries.

iii. Lumberjack grant

Effinger/Kelly motion to approve Director to pursue Lumberjack grant in October of 2020 or 2021. All Aye. Motion carries.

b. Policy update

i. Mobile WiFi Hotspot

Whidden/Gauthier motion to approve the policy update for Mobile WiFi Hotspot. All Aye. Motion carries.

- ii. Lending laptops
Effinger/Gauthier motion to approve the policy update for lending laptops. All Aye. Motion carries.
 - iii. Emergency closure policy
Skinner/Whidden motion to approve the policy update for emergency closure. All Aye. Motion carries.
7. Old Business
- a. Library Budget 2021 update
Benefits is the only fluctuating piece of the budget, and that is being looked at for other options.
 - b. Library Open update – **Nothing to report**
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. Building committee--Next meeting 17 September 2020
11. Town representatives report – **Crescent inquired about setup plan for school shutdown.**
12. Items for future agenda – **Bank Account Signatory, Foundation Report.**
13. Adjourn
The meeting was adjourned at 3:16 P.M.

Approved:
Dennis Carriere, President or Donna LeClair, Vice President

Virginia Roberts, Director

Date: _____