

**Rhineland District Library Board of Trustees
Minutes for Regular Meeting**

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

Due to precautions concerning COVID-19 this meeting will only 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 12/15/2020. 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, Lloyd Gauthier, Laura Tooke Effinger, Carla Chropkowski & Donna LeClair.

MEMBERS ABSENT: Cindy Skinner, Brett Childs, Tom Kelly

DIRECTOR: Virginia Roberts

STAFF & OTHER GUESTS: Debbie Valine, Associate Director, Denise Chojnacki, Children's Librarian, Cathy Oelrich, Adult Services Manager. Jamie Taylor, reporter from Northwoods River News.

2. Approve agenda

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

3. Approve November 10, 2020, Regular Board Meeting Minutes

Whidden/Tooke Effinger/Gauthier motion to approve the November 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

Chropkowski/Whidden motion to approve City Fund 203 – Library Operations Fund. All aye. Motion carries

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

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

Whidden/Chropkowski motion to approve payment of the pest control invoice in the amount of \$225.00. All aye. Motion carries.

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

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

Chropkowski/Tooke Effinger motion to approve the transfer of \$4,000 grant from Women's Club to WVLS to pay for the purchase of ebooks. All aye. Motion carries.

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

a. Review and Update Board Information (Appendix 7)

b. Review RDL Policy Chapter 1--Bylaws

c. Trustee Essentials 1 & 2

Chropkowski will evaluate chapter 1. Tooke Effinger will evaluate chapter 2. Will discuss at the January meeting.

d. Inactive patron records with fines

Whidden/Chropkowski motion to waive fines under \$6.00 for 1,967 patrons inactive for 4+years to allow for record deletion and clean up from system. All aye. Motion carries.

7. Old Business

a. Library open

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—No RDLF meeting until February– **Nothing to report**

11. Friends Report – **Discussed, no action**

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12. Building committee--Next meeting January 14, 2021 (tentative)
 - a. December 10 meeting summary
 - b. Accept October 8, 2020, Building Committee Minutes
 - c. Accept November 12, 2020 Building Committee Minutes
13. OCLB
 - a. Annual Contract
14. Town representatives report
15. Items for future agenda
 - a. Personnel policies
 - b. Director's annual evaluation
 - c. Trustee Essentials 6 & 7
 - d. Every library presentation
16. Adjourn

Meeting was adjourned at 3:30pm.

Approved:

Dennis Carriere, President or Donna LeClair, Vice President

Virginia Roberts, Director

Date: _____