

**Rhineland District Library Board of Trustees**  
**Minutes for Regular Meeting**  
Tuesday, March 9, 2021, 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.

The Board of Trustees may go into executive session as allowed by Wisc. Stat. 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data) require a closed session. (The Board will convene in open session immediately following any closed session)

1. Call to order/roll call

**The regular meeting of the Rhineland District Library Board of Trustees was held on 3/9/2021. President Dennis Carriere called the meeting to order at 2:31 P.M. The meeting was properly noticed, and a quorum was present.**

**MEMBERS PRESENT:** Dennis Carriere, Harry Whidden, Laura Tooke Effinger (arrived at 2:37pm), Carla Chropkowski, Tom Kelly, Brett Childs, Cindy Skinner, Lloyd Gauthier & Donna LeClair.

**DIRECTOR:** Virginia Roberts

**STAFF & OTHER GUESTS:** Debbie Valine, Associate Director, Cathy Oelrich, Adult Services Manager. Jamie Taylor from the Northwood River News (joined the meeting at 2:35pm).

2. Approve agenda

**Whidden/LeClair motion to approve agenda amended agenda, moving the closed session to the end of the meeting. All aye. Motion approved**

3. Approve February 9, 2021, Regular Board Meeting Minutes

**Chropkowski/Skinner motion to approve the amended February board meeting minutes. All aye. Motion approved**

4. Approve February 18/19 2021 Special Board Meeting Minutes

**Whidden/Chropkowski motion to approve the February special board meeting 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

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

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

**Carriere/Whidden motion to approve RDL – City Accounts bills and claims. All aye. Motion carries.**

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

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

d. Review / approve "City Fund 203 - Library Operations Fund" report year-end 2020

**Tooke Effinger/Chropkowski motion to approve City Fund 203 report year-end 2020 – Library Operations Fund. All aye. Motion carries**

e. Review / approve Board account financial reports year-end 2020

**Kelly/LeClair motion to approve RDL – Board Account financial reports year-end 2020. All aye. Motion carries.**

f. Review/Replace outgoing account signatories

**Tooke Effinger volunteered to be added as an account signatory.**

**Kelly/Chropkowski motion to approve adding Tooke Effinger as an account signatory replacing Brett Childs on Peoples State Bank accounts ending in 2696 and 3803. All aye. Motion carries.**

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7. New Business (discussion and action, if any)
  - a. The Board of Trustees may go into executive session as allowed by Wisc. Stat. 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data) require a closed session. (The Board will convene in open session immediately following any closed session). **Closed session moved to end of meeting**
    - i. Director evaluation

Items b, c, and d moved to future meeting when new board members are present.

  - b. Review RDL Policy , Chapter 1—Bylaws
  - c. Chapter 4—Personnel
  - d. Trustee Essentials 1 & 2
  - e. Future Board Meeting times – **Suggested to move the time to 3:30pm or 4:00pm on the 2<sup>nd</sup> Monday or Tuesday of the month.**
8. Old Business
  - a. Library open – **Looking to re-open in mid-April.**
9. Management reports – **Whidden/Kelly motion to accept all management reports as stated. All aye. Motion carries.**
  - a. Director's Report
  - b. Adult Department Report
  - c. Children's Department
10. Property committee report
  - a. Pelham property – **Look to see when contract is up with Driscoll and explore other options.**

Foundation Report—Meeting February 2, 2021, next regular meeting tbd – **3 new members joining the Foundation. Meeting is at 5:30pm. Time will be changing for future dates.**
11. Friends Report
12. Building committee
  - a. Acceptance of the minutes of:
    - i. January 14, 2021
    - ii. January 21, 2021
    - iii. January 29, 2021**Kelly/Tooke Effinger/LeClair motion to accept building committee minutes. All aye. Motion carries.**
13. OCLB—Met February 11
14. Town representatives report – **Whidden will be elected as town representative for Crescent at meeting on 3/10/21.**
15. Items for future agenda – Building Committee members and meeting, meeting times, Trustee Essentials.
16. New Business (discussion and action, if any)
  - a. The Board of Trustees may go into executive session as allowed by Wisc. Stat. 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data) require a closed session. (The Board will convene in open session immediately following any closed session).
    - i. Director evaluation
      1. Roll Call Vote to close session: **Whidden/Carriere motion to approve closed session at 3:15 PM. All aye in roll call vote. Motion carries.**

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2. Roll Call Vote to leave closed session: **Chropkowski/ Gauthier open session at 3:36 PM. All aye in roll call vote. Motion carries.**

17. Adjourn

**Meeting was adjourned at 3:37 PM.**

Approved:

Tom Kelly, President or Donna LeClair, Vice President

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Virginia Roberts, Director

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Date: \_\_\_\_\_