

Rhineland District Library Board of Trustees

Minutes from the Regular Meeting

Tuesday, December 12, 2023, 1pm

Rhineland District Library Meeting Room

1. Call to order/roll call

The regular meeting of the Rhineland District Library Board of Trustees was held on 12/12/2023. President Tom Kelly requested Vice President Bill Freudenberg run the meeting. Freudenberg called the meeting to order at 1:00 pm. The meeting was properly noticed, and a quorum was present.

Members present: Harry Whidden, Dennis Carriere, Tom Kelly, Bill Freudenberg, Coleen Wendt, Petra Pietrzak, Ruth Jaeger, Nancy Sattler.

Members not present: Diana Harris

Staff: Virginia Roberts, Directo; Debbie Valine, Associate Director; Denise Chojnacki, Children's Services Manager; Cathy Oelrich, Adult Services Manager (rec.)

2. Approve agenda

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

3. Approve November 14, 2023, minutes

Freudenberg/Kelly motion to approve November 14, 2023, minutes. All aye. Pietrzak abstains. Motion carries.

4. **Guests in meeting** – Patrick Reagan, City of Rhineland Administrator; Laura Tooke-Effinger; Kim Swisher, Kassie Krell Bellin, KSC

5. Public Comment (limited to 2 minutes)

6. Correspondence and media

7. Review financial reports

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

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

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

Kelly/Whidden motion to pay additional \$250 for Metz Snow Removal. All aye. Motion carries.

Kelly/Carriere motion to approve "RDL – City Accounts" bills and claims. Roll call vote – Whidden – Aye, Carriere – Aye, Kelly – Aye, Freudenberg – Aye, Wendt – Aye, Pietrzak – Aye, Jaeger – Aye, Sattler – Aye. All aye. Motion carries.

- c. Approve "RDL -- Board Accounts" financial report

Kelly/Wendt motions to approve "RDL-Board Accounts" financial report with additional bills of \$100.00. Roll Call vote – Whidden – Aye, Carriere – Aye, Kelly – Aye, Freudenberg – Aye, Wendt – Aye, Pietrzak – Aye, Jaeger – Aye, Sattler – Aye. All aye. Motion carries

- d. Budget Amendment 2023-05

Carriere/Jaeger motion to approve Budget Amendment 2023-25. All aye. Motion carries.

8. Fundraising Consultant Report to the Board

9. Building Committee Report—No report

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

- a. Director's Review – **Committee of Whidden, Sattler, Harris.**

- b. WXPB podcast agreement – **okay to proceed.**

- c. Grant requests

Carriere/Kelly motion to approve Denise to submit a previously (January 2023 IEEE) approved grant for Science Kits for the Children's Department. All Aye. Motion carries.

11. Old Business

- 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. Addition

- ii. Fundraising consultant

Freudenberg/Kelly motion to go into closed session at 2:05 pm. Roll call vote. All aye. Motion carries.

Freudenberg/Kelly motion to leave closed session at 2:39 pm. Roll call vote. All aye. Motion carries.

- b. Fundraising consultant

Sattler/Wendt motion to give KSC a goal of \$7M for the fundraising campaign. All aye. Motion carries.

- c. Overdue/Late Fees

Carriere/Wendt motion to eliminate fines based on the updated policy in Chapter 6 with exceptions to fine free items as stated in the policy. All aye. Motion carries.

- d. Joint Library Contract

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- 12. Management reports
 - a. Director's Report
 - b. Adult Department Report
 - c. Children's Department
 - d. Statistics – **Surpassed 2022 yearly statistics by December 11, 2023.**
- 13. Property committee report
- 14. Foundation Report—Next Regular Meeting 2/6/2024
 - a. Draft MOA
 - Kelly/Pietrzak motion to approve the Draft MOA and present to the Foundation. All aye. Whidden abstains. Motion carries.**
 - b. Holiday Book Fund Letter
- 15. Friends Report--Next Meeting 12/19/23
 - a. Holiday Tea 12/12/23
- 16. OCLB report Next Meeting is 2/15/24 1:00 pm
 - a. County Contract Signing
- 17. Town representatives report
- 18. Items for future agenda
- 19. Adjourn
 - The meeting was adjourned by consent at 3:17 pm.**

Tom Kelly, President or Bill Freudenberg, Vice President

_____ Date: _____

Virginia Roberts, Director

_____ Date: _____