

Rhineland District Library Board of Trustees

Minutes from the Regular Meeting

Tuesday, October 15, 2024, 1:00 PM

Rhineland District Library

106 North Stevens Street

1. Call to order//roll call

The regular meeting of the Rhineland District Library Board of Trustees was held on 10/15/2024. Vice President Wendt called the meeting to order at 1:00 pm. The meeting was properly noticed, and a quorum was present.

Members present: Nancy Sattler, Coleen Wendt, Petra Pietrzak, Harry Whidden, Bill Freudenberg. Dennis Carriere, Gerald Anderson, online - Ruth Jaeger.

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

2. Introductions of new members and guests in the meeting – Laura Tooke Effinger, Kassi Krell Bellin, KSC, Kim Swisher, KSC.
3. Public Comment (limited to 2 minutes)
4. Correspondence and media
5. Consent Agenda/review consent agenda items
 - a. Approve agenda
Whidden/Carriere motion to approve consent agenda items. All aye. Motions carries.
 - b. Approve September 10, 2024, Regular Board Meeting Minutes
 - c. Financial reports
 - i. Review / approve "City Fund 203 - Library Operations Fund" report
 - ii. Approve "RDL -- City Accounts" bills and claims
 - iii. Approve "RDL -- Board Accounts" bills and claims
 - d. Management reports
 - i. Director's Report
 - ii. Adult Department Report
 - iii. Children's Department
 - iv. Statistics
 - e. Committee and other Reports
 - i. Policy Committee

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

The Board of Trustees may go into executive session as allowed by Wisc. Stat. 19.85 (1) (c)(e) 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)

- a. Fundraising Consultant Report to the Board
- b. Leave Balance and Longevity Compensation

(The Board will convene in open session immediately following any closed session)

Whidden / Carriere motion to return to open session. Roll call vote – Carriere – Aye, Whidden – Aye, Freudenberg – Aye, Wendt – Aye, Pietrzak – Aye, Anderson – Aye, Sattler – Aye. Motion carries. Board returns to open session at 2:21 pm

- a. No action taken regarding Fundraising Consultant Report to the Board
- b. **Freudenberg/ Whidden motion to approve leave balance payout for director approved for 80 hours, and approval of longevity payments for staff who have received them. Roll call vote – Carriere – Aye, Whidden – Aye, Freudenberg – Aye, Wendt – Aye, Pietrzak – Aye, Anderson – Aye, Sattler – Aye. Motion carries.**
- c. Approve Budget amendment 2024-02
Carriere/Pietrzak motion to approve budget amendment 2024-02. Roll call vote – Carriere – Aye, Whidden – Aye, Freudenberg – Aye, Wendt – Aye, Pietrzak – Aye, Anderson – Aye, Jaeger – Aye, Sattler – Aye. Motion carries.
- d. New Building Project financial report
- e. Financial Byte
- f. Remove Diana Harris as the signatory on bank accounts and appoint a new signatory
Gerald Anderson volunteers to become a signatory. Wendt/Freudenberg motion to remove Diana Harris and add Gerald Anderson as a signatory on the three library bank accounts at Peoples State Bank. All aye. Whidden – Absent. Motion carries.
- g. Policy Committee Report
 - i. Bylaws (Chapter 1)
Anderson/Wendt motions to move to the November agenda. All aye. Whidden – Absent. Motion carries.
- h. Grant Requests
- i. Staff Development Day closure 10-16-2024

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- j. Closed Sessions and Walking Quorums – There have been several lately. Members need to be aware of their discussions.
 - k. Arbitration – Pelican requested. Pine Lake asked that we not do in the middle of the day.
Pietrzak/Anderson motion to set arbitration meeting for October 29th at 5:15 pm. All aye. Motion carries.
7. Old Business
- a. Fine Forgiveness
 - b. Board Evaluation – Postponed
 - c. Fundraising outreach at events – remove from agenda
 - d. 2025 budget development
 - i. Trustee essentials Ch 8. <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
8. Town representatives report – nothing to report
9. Items for future agenda: ongoing policy revisions, committee to do director's annual review.
10. Adjourn

Meeting was adjourned by consensus at 3:03pm

Coleen Wendt, Vice President

_____ Date: _____

Virginia Roberts, Director

_____ Date: _____