

**Minutes of Rosemary Garfoot Public Library Board Meeting**  
**2107 Julius Street, Cross Plains, WI 53528**  
**Thursday August 30, 2012, 7 a.m.**

**Present:** Charity Hirsch, Denise Baylis, Steve Schunk

**Also Present:** Pam Bosben

1. **Call to Order:** Hirsch called the meeting to order at 7:12 a.m.
2. **Public Comment:** None
3. **Approval of Minutes from the July 25, 2012 meeting (action item):** Schunk moved approval of the July minutes/Hirsch seconded/motion passed.
4. **Treasurer's Report:** Checking account balance: \$8175.91; cash management account balance: \$216,175.48
5. **Approval of Bills (action item):** Hirsch moved to approve/Schunk seconded/motion passed
6. **Director's Report:** Poker Run fund-raising event is ready to go and Bosben presented the poster. A form has been developed for participants to sign to cover liability concerns. The Friends will try to come up with prizes. The Summer Reading Program is over for this year, there are photos on the web page. The Adult Book Club will be resurrected with a new name, *Carpe Librum* [translated from the Latin as 'Seize the Book'.] It will meet on the last Thursday of the month. The annual visit of a staff member from SCLS is coming up and it will be Jean Anderson, from Continuing Education.
7. **Old Business:** None
8. **New Business**
  - a. **Library Board President Change (action item):** Schunk moved to appoint Charity Hirsch as new RGPL Board president,/Baylis seconded motion/motion passed
  - b. **2013 Budget – Approval of draft (action item):** Bosben explained the new budget format. There was a discussion of revenues from fines, copying, etc. These monies are an integral part of the library budget but are unpredictable and have not been reflected in past budgets. Recurring expenses such as HVAC services have been paid out of the cash management fund and these expenses have also not been reflected in the budget. Going forward an account will be set up with the Village to accept and disburse these funds, under the control of the Library Board. It was decided that in the future when cash management funds are used for continuing library expenses the money will be transferred to the Library account with the Village and disbursed from there so that actual library expenses will be reflected.

Library employees will receive the same increase in pay (2%) in keeping with the unionized Village employees who will receive a 2% increase per contract. This increase won't increase take home pay because of increased retirement and health care costs for FT employees as mandated by state law. The budget is currently a work in progress. Hirsch motioned approval of draft budget/Schunk seconded/motion passed.
  - c. **H&H Industries Service Proposal (action item):** HVAC service proposal is \$960 quarterly, which covers four routine service visits during the year. There is a slight reduction in minor services ( filters for example) so the total is less than 2012. The contract also offers a slight savings in hourly labor rates for non-covered service calls. Schunk motioned approval of contract and covering part of the costs from the cash management account/Hirsch seconded the motion/motion passed
9. **South Central Library System/Dane County Library Service Updates**
  - a. **Agreement to Participate in Shared Integrated Library System and Technology Services (action item):** The Board was very concerned that the new ILS system so far

has not saved money as was promised and that related library services have gone backward in terms of efficiency and accuracy. There was also unanimous concern that the paragraph about 'due diligence' was vague. It is not clear who determines when due diligence has been exercised. The Board asked Bosben to obtain a written definition of due diligence so that the Board will understand how "due diligence" is determined and defined. Schunk motioned to participate with reservations/Baylis seconded/ motion passed unanimously with reservation.

**10. Next meeting:** September 25, 2012

**11. Adjournment:** Meeting adjourned at 8:15 a.m.