

Minutes Rosemary Garfoot Public Library Board Meeting
Tuesday, July 16, 2013, 5:15 p.m.
2107 Julius Street, Cross Plains, WI 53528

Present: Steve Schunk, Sue Schuetz, Charity Hirsch, and Denise Baylis
Also present: Pam Bosben

- I. Call to Order: Hirsch called order at 5:15 pm
- II. Public Comment: None
- III. Approval of Minutes from the June 18, 2013 meeting (action item): Scheutz motioned for approval/Baylis seconded/motion carried
- IV. Treasurer's Report: Scheutz reported a balance of \$7443.05 in the checking account and \$203,488.24 in the cash management account. Bosben deposited \$86046.64 to Village library account, of which \$85,351 was reimbursement from Dane County.
- V. Approval of Bills (action item): Hirsch motioned for approval/Scheutz seconded/bills approved for payment
- VI. Director's report:
 - a. Electrical repairs have been completed and everything is currently functioning.
 - b. The remediation to Kris' office after the fire left a lingering odor. Stanley Steemer returned to do additional carpet cleaning.
 - c. The door to the east entrance is once again malfunctioning. Public Facilities has made temporary repairs and will attempt to make lasting repairs and if this does not work, LaForce will have to be called.
 - d. TDS is definitely taking away the "free" internet service given as a "Forever" gift to the new library when it was built. Bosben requested that they honor the gift through the end of the year since we did not budget for an additional \$49 per month for this service. She is still awaiting a response. She has also checked with Charter and their rates are slightly more.
 - e. Circulation was up 6.6% in June over the previous year. The Summer Library Program registration is also up this summer over last year and support staff are doing a super job keeping up with a very busy summer at the library.
 - f. A youth group from Madison did a second annual weeding of the flower beds which look great.
 - g. The Friends of the Library met to discuss fund raising ideas to supplement the annual book sale. Ideas include an art sale; rubber duck race in the creek; and sale of luminaria over the winter holidays. Plans are also moving forward for a dinner on the farm late summer/early fall in 2014.
 - h. Catherine had an outdoor evening concert with Jazz music performed by Sam Lyons and Autumn Underground. The group performed gratis. Attendance was wonderful and the evening was beautiful. Hoping to find some money and offer a series next summer, perhaps one major outdoor concert to celebrate the library's 50th anniversary.
 - i. The Village Administrator is asking for preliminary budget submissions by August 31. Bosben has already been compiling information. There is no budget percentage set yet but 3% appears to be the salary

recommendations.

VII. Old Business

- a. Endowment/Foundation: Bosben located the Sun Prairie trust fund policy statement. Schunk reported that St Francis trust is at State Bank of Cross Plains so there are other options along with the Madison Community Foundation. Plan to look more closely into this after settling the budget this fall.

VIII. Personnel Manual: The Village personnel manual has been completed and will be approved at the next Village Board Meeting. The Library Board has exclusive control over the library so the Library Board will adopt an addendum at the next meeting to reflect modifications, substitutions and exclusions to the manual.

IX. New Business

- a. Library Board By-Laws amended (action item): Schunk made a motion to approve the bylaws as presented with the amendments discussed/Baylis seconded/motion approved
- b. South Central Library System/Dane County Library Service Updates: Nothing to report. All Directors' Meeting to discuss budgets coming up shortly.

X. Next meeting: August 27

XI. Adjournment: Baylis motioned for adjournment/Hirsch seconded/meeting adjourned at 6:25 pm