

- **Rosemary Garfoot Public Library Board Meeting**
- **Thursday, September 26, 2013**
- **5:15 p.m.**
- **2107 Julius Street, Cross Plains, WI 53528**

**Present: Jennifer Wankerl, Sue Schuetz, Charity Hirsch, Denise Baylis, Sara Reeves-Metz, Steve Schunk**

**Also present: Pam Bosben, Dylan Rankin, Scott Rankin, Harry Rankin**

- **Call to Order:** Charity called the meeting to order at 5:15.
- **Public Comment:** None.
- **Approval of Minutes from the August 29, 2013 meeting:** Motion Charity, second Sue. Motion carried.
- **Treasurer's Report:** Cash management account is at \$203,516.34, and checking account is at \$6770.69.
- **Approval of Bills:** Motion Charity, second Denise, to approve bills as presented. Motion carried.
- **Director's Report:** August circulation up by 11% over previous August.
- SCLS Library Consultant, Denise Anton Wright, represented South Central Library System (SCLS) on their annual library visit. Discussed use of SCLS consultants, budgets, statutes and more.
- Pam was contacted by a gentleman from Kentucky who is attempting to collect library cards from around the world.
- Fire alarm system problem. It was determine that a valve had been left open during routine maintenance of the HVAC system. H&H stopped by to rectify the issue.
- Susan Hutton is helping the Friends with their 501(3) (c) process.
- Appears that extra bandwidth will be acquired by spring 2014 so the Library can finally purchase the powerful Enterprise wireless system. SCLS is applying for a Library Services and Technology Act (LSTA) grant to off-set expense. The annual maintenance contract, once implemented, will be \$400.
- Randy Lowenberg, Chamber of Commerce president, is looking for space to rent for the Chamber office and asked if the Library had space. Unfortunately there is no extra space that can be dedicated to a private office.

- **Old Business**

2014 Budget Update: Changes need to be made in the submitted budget pertinent to the approved salaries/benefits made by the Library Board at their August meeting. It was noted, for the benefit of the new library trustees, library staff salaries/benefits are determined by the Library Board.

Since the library budget was submitted to the village administrator, it was recommended that the library budget should come in at a bottom-line increase of 3.14%. To accommodate this recommendation, the Library Board has to reallocate funds from within the budget to address salaries/benefits. One of the most significant impacts on these line items was the unexpected 11% increase in health insurance. Original estimates had the increase at 5%.

Also discussed was the issue of retaining the request for new shelving in the capital portion of the budget. The item had been moved to the operating budget by the village administrator, however, the Library Board deemed shelving a capital expense and requested the item remain as a capital request. It was noted that the Library has not had annual budgetary requests for capital purchases in many years.

Motion made by Denise to reallocate funds from the programming line item to the salaries/benefits line item. Motion seconded by Jennifer. Motion passed.

- **New Business: None**
- **South Central Library System/Dane County Library Service Updates:**

Dane County libraries participated for the first time at the Quilt Expo. Various libraries provide quilting books that could be checked-out at the expo.

South Central: Library directors will be weighing-in on what direction to take with the integrated library system (ILS). The discussion will involve whether to remain with the open source option of Koha or seek an ILS through a proprietary vendor.

- Next meeting, October 15, 2013
- Adjournment: Motion Charity, second Denise to adjourn. Motion carried.