

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, October 10, 2017**

**Present:** Jennifer Wankerl, Michael Pomykalski, Carolyn Abbott, Mary Mirkes,  
Also present: Pam Bosben

1. **Call to Order:** Wankerl called the meeting to order at 5:22 pm.
2. **Public Comment:** none
3. **Approval of Minutes from September 19, 2017 meeting (action item):** Motion made by Mirkes to approve September 19 Board minutes. Fitz-Randolph seconded. Motion carried.
4. **Treasurer's Report:** The General account for September reported at \$12,430.96. Revenues to Village reported at \$285.08. With this earlier October meeting, there's no update on the cash management account as the October account statement has not been received. Balance reported in September was \$62,599.12
5. **Approval of Bills (action item):** Pomykalski motioned to approve the bills and Abbott seconded. Motion carried.
6. **Director's Report:**
  - a. RGPL children's librarian, Baer, attended a Back-to-Books youth services program last month.
  - b. ComputerWorks has begun working on the HVAC issue with the boiler programming.
  - c. An electrician completed the work to fix a problem with the light switch in the meeting rooms.
  - d. RGPL celebrated Banned Books Week with a curated display of banned and challenged books.
  - e. Perzborn Plumbing ran the required state testing on the sprinkler system.
  - f. The contract for the new copy machine lease has been submitted with Ricoh. The Village uses Ricoh and is highly satisfied with their service.
  - g. Bosben and her team are currently interviewing candidates for the Circulation Supervisor position.
7. **Old Business:** 2018 Budget Update – The Capital Budget submitted to the Village is not yet approved. All department capital requests are being carefully weighed given the financial impact of the Highway P construction project. The 2018 library request is for new air handlers on the rooftop units.
8. **New Business:**
  - A. Library Projector  
The library's current projector is old and needs replacement. It has been used for many library events, and on-going demand is expected. Given the planned frequency of use and the functional features needed, a replacement can be purchased for \$1000 or less. A motion was made by Abbott to approve the replacement of the library projector for up to \$1000, and Wankerl seconded. Motion carried.
  - B. New Library Programming  
Exciting new programming is scheduled to come to the library beginning in the spring 2017. Many topics under the STEAM umbrella (Science, Technology, Engineering, Arts and Math) will be made available. Planning for the rollout is underway. Assistant Director, Loman, has attended a conference shared ideas that will be implemented. Funding for a cart to house on-going STEAM materials will be provided by Friends of the Library.
9. **SCLS/DCLS/WPLA Updates:**  
Integrated Library System – ILS Update: A major project is underway to address the future requirements of the SCLS integrated library system (ILS). Bosben has been appointed to the Lead Team which is the group that will assist SCLS technology staff in guiding the future requirements/selection for SCLS's ILS. The group has seen demos from Polaris and Dynix and LibLime Koha is scheduled in two weeks. The next step is for the group to make visits to libraries who currently use these platforms to gather information on the products.

10. **Next meeting is Tuesday, November 21, 2017 at 5:15 pm.**

11. **Adjournment:** Pomykalski moved and Mirkes seconded to adjourn meeting. Motion carried and meeting adjourned at 5:56 pm.

Respectfully submitted by C. Abbott