

Rosemary Garfoot Public Library Board Meeting
Minutes
Monday, July 17, 2017

Present: Jennifer Wankerl, Jennifer Fitz-Randolph, Carolyn Abbott, Michael Pomykalski, Mary Mirkes

Also present: Pam Bosben

1. **Call to Order:** Wankerl called the meeting to order at 4:33 pm.
2. **Public Comment:** none
3. **Approval of Minutes from June 20, 2017 meeting (action item):** Motion made by Abbott to approve June 20 Board minutes. Fitz-Randolph seconded. Motion carried.
4. **Treasurer's Report:** The General account for June reported at \$12,536.70, and cash management account reported at \$62,606.69. Revenues to Village reported at \$393.44
5. **Approval of Bills (action item):** Mirkes motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Director's Report:**
 - a. The library partnered with Crossroads Coffee House to present a series called "Community Conversations". The most recent conversation included a speaker who addressed the importance of community green space.
 - b. The library interviewed its first *Music and Memory* client. The interview process was productive and the library hopes more people will ask for this new service.
 - c. Assistant Director, Loman, attended the ALA (American Library Association) convention and went to some informative and inspiring sessions.
 - d. The library hosted several Summer Library Program events including the construction of bee houses, fairy houses, and a Lego blitz. The fairy houses can be discovered in the children's anniversary garden in the front of the library.
 - e. Bosben is on the Flipster Committee which is tasked to review the magazine database by assessing titles to add or change, and determining if there is a more economical database to purchase.
 - f. There is an individual interested in filling the vacant seat and serving on the Library Board. Her name has been given to the Village President for consideration.
 - g. Veridian Homes generously donated \$450 to the Summer Library Program which will be used as part of the participant's donation to the Habitat for Humanity.
 - h. Bosben continues to work through issues connected to the boilers and computer program. RPGL is still waiting for the technician to update the program to work in-sync with the new boilers. The delay is due to the company's vacation schedules.
 - i. Deb Haefner, SCLS Building & Design consultant, visited RGPL to assess future shelving needs. She has already submitted a plan.
7. **Old Business:** none
8. **New Business:**
 - I. **2018 Preliminary Budget:** Bosben presented the preliminary 2018 Operating Budget. The Village Board has requested preliminary budgets be submitted by Wednesday, August 2.
 - a. Operating Hours – A preliminary plan is to extend the library hours past 5pm on Tuesdays beginning in 2018. Reworking the schedule and adding a few more hours will provide the needed coverage with minimal impact to the salary line item in the budget.
 - b. Budget Unknowns – A number of line items are still unknown at this draft stage of the budget process. The unknowns include the Linkcat technology fees, salaries, equipment, the HVAC contract, and periodical fees. The final preliminary budget will include updates to these line items.

- II. **Approval of 2018 Preliminary Budget (action item):** Abbott motioned to approve the preliminary 2018 budget as presented, with the outstanding unknowns to be updated, and the preliminary budget forwarded to the Village Board on August 2, 2017. Fitz-Randolph seconded. Motion carried.
- III. **Capital Improvement Plan:** Three items currently included are:
 - a. HVAC: The air-handler motors on the roof of the library need replacing. The estimate for replacing them is approximately \$8172. This exceeds the Village's \$5k cap for capital, so this will be a capital request in the current budget.
 - b. Lighting: The plan is to change to LED lighting in the adult area, providing more cost-effective lighting in the long-term.
 - c. Shelving: An assessment of future shelving needs, beyond 2020, was conducted by the SCLS Building & Design consultant. The cost estimate of the plan is approximately \$42,727. Shelving unit expansion will be implemented along with selective culling of the library's collection. This will not only keep the collection current, but will also help to minimize overcrowding as the RGPL building footprint was designed and built to meet projected space requirements for 10 years.
- IV. **E-Reader Use Policy (action item):** A draft policy for the use of electronic reader devices by patrons of RGPL was reviewed and discussed. Motion made by Mirkes to approve the draft E-Reader Use Policy with changes. Abbott seconded. Motion carried.
9. **SCLS/DCLS/WPLA Updates:**
 - a. SCLS Building & Design consultant, Deb Haefner, submitted a plan to address future shelving needs.
10. **Next meeting is Tuesday, August 15, 2017 at 5:00 pm.**
11. **Adjournment:** Pomykalski moved and Fitz-Randolph seconded to adjourn meeting. Motion carried and meeting adjourned at 5:37 pm.

Respectfully submitted by C. Abbott