

Rosemary Garfoot Public Library
Board Meeting Minutes
Feb. 16, 2016

Present: Sue Schuetz, Sara Reeves-Metz, Jane Bautch, Carolyn Abbott and Steve Schunk.
Also present: Pam Bosben

1. Call to order: Bautch called the meeting to order at 5:18pm

2. Public Comment: none

3. Approval of Min. from January 19th, 2016 meeting (action item): Reeves-Metz moved to approve and Schuetz seconded. Motion carried.

4. Treasurer's Report: Schuetz reported \$4614.75 in checking. Cash management: \$77,168.32. Operating revenue for January \$352.55, Endowment fund: 103,632.35.

5. Approval of Bills (action Item): Abbott motioned to approve the bills and Schuetz seconded. Motion carried.

6. Director's Report:

a. Bosben attended the Dane County librarians' meeting in January, and there was a discussion about racial equity and how to include this in policies. Discussion included consideration for patrons with memory loss and mental health issues. Librarians are continuing to discuss changes in the Dane Co. Library Standards to reflect changes in the publishing world such as magazine subscriptions.

b. The half-day in-service on January 22 provided training in mindfulness and customer care.

c. Noticing some increase in traffic from Middleton patrons due to their temporary closure.

d. Work done to code early-reader/elementary-age books to match the current system used by the MCPASD so that parents/children can easily find the right level book for their child's reading ability.

e. Have been asked to participate in an exhibit/program featuring work of inmates from Oakhill Correctional Institution. Exhibit, "Artists in Absentia" features writing, art and music. We will host a reception and screening of a documentary film by Marc Kornblatt showing the exhibit's creation. Would like members of this Board to help host the reception.

f.. Thermostat in the water heater needed replaced.

g. Sullivan Construction is evaluating some areas in the roof.

h. Food donations continue being left outside library doors with perishable and outdated items included. Police have been notified of escalation.

i. Beyond the Page Grant plaque was delivered.

Old Business:

1. Patio Estimates: Project considerations discussed. Schunk motioned to select Pinnacle Landscape's bid. Schuetz seconded. Motion carried.

New Business:

a. 2016 Department of Public Instruction Annual Report explained in detail. Bautch motioned to approve the 2016 Annual Report, Schunk seconded, motion carried.

- b. Three paperback spinners were secured from the Monona Library. Reeves-Metz motioned to approve an expenditure of \$300.00 for the 3 used spinners with funds from the cash management account. Bautch seconded, motion carried.
- c. New Endowment Brochures presented by Bosben. Suggestions made. Schunk moved to approve the Endowment Brochures with the additional considerations completed, Scheutz seconded, motion carried.

Next meeting is March 15, 2016 at 5:15.

Adjournment: Scheutz moved, Bautch seconded/ meeting adjourned at 6:17 pm.
Respectfully Submitted, Sara Reeves-Metz, Secretary