

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, January 16, 2018

Present: Michael Pomykalski, Diane Kalscheur, Jennifer FitzRandolph, Carolyn Abbott

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:17 pm.
2. **Public Comment:** none
3. **Approval of Minutes from December 12, 2017 meeting (action item):** Motion made by Kalscheur to approve December 12 Board minutes. Pomykalski seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,597.10. The General account reported at \$12,775.60. Revenues to the Village reported at \$320.59. The quarterly endowment was reported at 117,139.74
5. **Approval of Bills (action item):** Pomykalski motioned to approve the bills and Abbott seconded. Motion carried.
6. **Director's Report:**
 - a. There are two interesting programs scheduled this coming month, Sex and the Single Orchid and Swedish Death Cleaning.
 - b. RGPL will be hosting a candidates' forum again this year. The date is March 21st at 6pm. Director Bosben and Assistant Director Loman will be timekeepers and Board member Wankerl possibly will moderate.
 - c. The annual report is in progress and will be presented to the Library Board at the February 20 meeting.
 - d. Fran Nahabedian has left employment with the library. The library thanked her for her service. Advertising is underway to fill the vacant position.
 - e. Paul Olson has joined the library as a new library assistant.
 - f. MG&E was called to RGPL twice by staff to investigate a strong gas odor. MG&E confirmed both times there was not a serious problem, but the boiler venting might need adjusting. Public facilities also noted the venting looked problematic. General Heating addressed the problem by extending the PVC vents. The repair was completed under warranty, and the venting is working well.
7. **Old Business:** None
8. **New Business:**
 - a. Long Range Plan: The long-range planning process will commence shortly and will cover goals and objectives for RGPL for the next 5 years.
 - b. Annual Report: The RGPL Annual Report will be presented by Bosben during the February Board meeting, and then submitted to SCLS by March 1.
9. **SCLS/DCLS/WPLA Updates:**
 1. Integrated Library System – ILS Update:
 - i. A major project is underway to address the future requirements of the SCLS integrated library system (ILS). The Lead Team, which is the group that will assist SCLS technology staff in guiding the future requirements/selection for SCLS's ILS, has seen demos from all the scheduled vendors for their web-based library software platforms, and are in the process of making site visits to libraries who currently use these platforms to gather information on the various product options. The group will make a visit to the Oshkosh Library in January.
 - ii. The group is compiling a report that will be presented at a future All Directors' Meeting. Due to the timing of the current contract requirements, a decision was made to postpone any migration from the current system until a final vendor decision is made.

2. DCLS – Bosben attended the Dane County Librarians meeting in January.
 - i. Beyond the Page: Grants for Beyond the Page funding was set at \$1000 for each library. To use these funds, the RGPL will line-up humanities based programming including themes such as music, crafts and gardening, with more to come.
3. **The next meeting is Tuesday, February 20, 2018 at 5:15 pm.**
4. **Adjournment:** Kalscheur moved and Pomykalski seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:10 pm.

Respectfully submitted by C. Abbott