

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, October 16, 2018**

**Present:** Michael Pomykalski, Erica Wagoner, Jennifer FitzRandolph, Carolyn Abbott, Jane Varda, Diane Kalscheur, Mary Mirkes

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:15 pm.
2. **Public Comment:** none
3. **Approval of Minutes from September 2018 meeting (action item):** Motion made by Kalscheur to approve September Board minutes. Pomykalski seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,251.64. The General account reported at \$18,068.20. Revenues to the Village reported at \$355.12.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Director's Report:**
  - a. The Halloween display is up and looks terrific. The creatures were housed in the library meeting rooms and prepared for installation over the course of a week. Many, many wonderful comments about the display and a great deal of hard work by volunteers.
  - b. The library will have a Halloween party the week school is on hiatus. The afternoon will be filled with crafts, games and goodies.
  - c. Baer attended a literacy workshop with other children's librarians.
  - d. Bosben attended the annual Technology Days held at the Fitchburg library. The a.m. session was presented by Jason Giffey (Harvard), on emerging technologies and the pros and cons that will affect society in the future. The afternoon offered breakout sessions about makerspaces and coding.
  - e. Bosben and Loman had a conference with Rose Ziech from SCLS who is helping re-design the webpage. The goal is to launch the new version by the beginning of 2019.
  - f. 1901 (formerly H&H) is working on winter maintenance of the HVAC system. During the process, they discovered a refrigerant leak in one of the air handlers. They will be replacing the refrigerant when they return to complete the bi-annual maintenance.
  - g. Only one commercial roofer returned a request for an estimate for repairs. The estimate had been submitted to the village. Light mold was discovered where the leaks are occurring. Public Facilities addressed the issue by spraying the affected areas.
  - h. One of the hot water heaters in the building is leaking. Goth plumbing came to check it and noted the unit seems to have sealed the leak. The plan is to monitor the unit and if it begins to leak, a new unit may be needed.
7. **Old Business:**
  - I. **2019 Budget Update:** October 29 has been scheduled for budget presentations to the Village. Bosben will provide the library's program update and budget review.
  - II. **Makerspace (possible action item):** Planning is well underway to further expand the popular makerspace programming at RGPL. Many ideas were presented for the conversion of the storytime room space for dual purpose, and for supplies for the on-going programming. Mirkes motioned to approve \$15,000 from the cash management account to be used for the creation of the library makerspace. Varda seconded. Motion passed.

8. **New Business:**

- I. **Memorial Bricks (possible action item):** Bosben noted that the etching on some of the bricks is fading and suggested finding out if the bricks can be re-etched. She also said there is some interest from the public about purchasing bricks. Bosben and Loman will gather information on pricing for a future discussion. Action was tabled.

9. **SCLS/DCLS/WPLA Updates:** None

10. **The next meeting is Tuesday, November 13 at 5:15pm.**

11. **Adjournment:** Kalscheur moved and Wagoner seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:25 pm.

Respectfully submitted by C. Abbott