

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, December 12, 2017

Present: Jennifer Wankerl, Michael Pomykalski, Carolyn Abbott, Diane Kalscheur, Jennifer FitzRandolph
Also present: Pam Bosben

1. **Call to Order:** Wankerl called the meeting to order at 5:20 pm.
2. **Public Comment:** none
3. **Approval of Minutes from November 21, 2017 meeting (action item):** Motion made by Kalscheur to approve November 21 Board minutes. Fitz-Randolph seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,598.88 for October. The November statement for the Cash Management account is not available by this early December board meeting. The General account reported at \$12,575.40. Revenues to the Village reported at \$212.54.
5. **Approval of Bills (action item):** Fitz-Randolph motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Director's Report:**
 - a. The new copy machine has been installed.
 - b. Diane Mathews resigned her position as circulation assistant. We thanked her for 3.5 years of service to the community.
 - c. The opening of a circulation assistant has been advertised with the goal of filling the vacancy by mid-January.
 - d. An upgrade to increase internet speed is scheduled for March with BadgerNet.
 - e. A special program to kick-off winter break with pre-school aged children is scheduled for December. Corey Hart, a certified Music Together teacher who is well known in Madison, will be giving the special musical performance.
7. **Old Business:**
 - a. 2018 Budget Update – The 2018 budget submitted to the Village passed.
 - b. Library Hours Extended – Plans are set for extending the library hours on Tuesday nights. The library will remain open until 8pm which is the closing time for Monday, Wednesday, and Thursday. With the passage of the 2018 budget, more hours will be added to an existing employee's position.
8. **New Business:** None
9. **SCLS/DCLS/WPLA Updates:**

Integrated Library System – ILS Update:

 - i. A major project is underway to address the future requirements of the SCLS integrated library system (ILS). Bosben continues to serve on 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 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.
 - ii. The group made a site visit to Menomonee Falls library to learn about the Polaris system being used there. Two other pre-holiday site-visits are scheduled for Oak Park, IL and Decatur, IL to view their respective vendor platforms, SirsiDynix and Polaris.
 - iii. The Dane County contract for extension of service was signed.
10. **The next meeting is Tuesday, January 16, 2017 at 5:15 pm.**
11. **Adjournment:** Kalscheur moved and FitzRandolph seconded to adjourn meeting. Motion carried, and meeting adjourned at 5:58 pm.

Respectfully submitted by C. Abbott