

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, December 18, 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 5:22 pm.
2. **Public Comment:** None
3. **Approval of Minutes from November 2018 meeting (action item):** Motion made by Pomykalski to approve November Board minutes. Kalscheur seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,285.10. The General account reported at \$18,570.88. Revenues to the Village reported at \$338.49.
5. **Approval of Bills (action item):** Kalscheur motioned to approve the bills and Abbott seconded. Motion carried.
6. **Director's Report:**
 - a) Staff in-service was held on 11/14/2018. Focus was on "Blue Sky Thinking," customer service, future training checklists and policies and procedures.
 - b) Pertzborn Plumbing conducted their quarterly sprinkler inspection.
 - c) 1901 replaced the motors in the air handlers.
 - d) Holiday pop-up makerspaces are available for all ages. Holiday crafts and ornaments are the theme.
 - e) The village administrator has given notice of resignation.
 - f) RGPL practicum student, Nong, has completed her four months with the library. She started the library's first Lego Club and has helped C. Baer with many projects including assessment and weeding of some of the children's collections.
 - g) The *Times Tribune* ran a great article on the RGPL Libby app. Reporter, Rob Westerlund, wrote the article. He also plans to write some articles about the Makerspace project as it progresses.
 - h) The periodicals database, *Flipster*, was made available again for purchase. RGPL will continue to subscribe and will be subscribing to a new database, *Transparent Language*.
7. **Old Business:**
 - I. **2019 Budget Update:** The Village budget passed.
8. **New Business:**
 - I. **Digitization Project – Memorandum of Understanding (action item):**

SCLS has received federal grant funds to provide for the digitization of Historical Society treasures at its member libraries. RGPL will proceed with digitization of the CP Historical Society items in 2019. A memorandum of understanding was drafted to provide agreement and expectations between the RGPL and the CP Historical Society. Kalscheur motioned to approve the memorandum and Abbott seconded. Motion carried.
9. **SCLS/DCLS/WPLA Updates:**
 - II. **SCLS:** Bosben attended the SCLS All Directors meeting. The meeting ran smoothly and included further details of the Historical Society digitization project, including a commitment by the SCLS to support digitization at its member libraries for 3 years.

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

11. **Adjournment:** Abbott moved and Kalscheur seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:08 pm.

Respectfully submitted by C. Abbott