

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, March 19, 2019

Present: Michael Pomykalski, Carolyn Abbott, Jane Varda, Erica Wagoner, Jennifer FitzRandolph

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 February 2019 meeting (action item):** Motion made by Varda to approve February Board minutes. Pomykalski seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,478.05. The General account reported at \$18,464.60. Revenues to the Village reported at \$3,482.91.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Director's Report:**
 - a) The recent weather resulted in a number of ice dams along the north eaves of the library. Public Facilities staff members worked on the dams and also tried to rake a significant amount of snow off the roof.
 - b) Ridgetop Roofing was at RGPL on March 19 to work on the roof and repair the vent leaks.
 - c) Midwest Alarm visited RGPL to replace the notifier unit and didn't realize the library had two. Midwest Alarm conducted the annual smoke detector/fire alarm tests the same day.
 - d) Pertzborn conducted the quarterly sprinkler system testing.
 - e) Carpe Librum Book Discussion Group engaged in a double-header book discussion. Due to cancelation of the January discussion because of weather, the group decided to discuss the January and February selections at the same time while gathered for a lovely potluck dinner.
 - f) Bosben finally tracked down the current Ricoh representative. RGPL is engaged in clearing up misinformation given by the previous representative pertinent to the library's copy machine contract.
 - g) Bosben attended a presentation on the workings of the new RefUSA database. The new Transparent Languages database is now available.
 - h) RGPL staff had their second round of training with the digitization process. They will be creating metadata for all the recordings, documents and photographs awaiting digitization.
 - i) A great crowd enjoyed the screening of the Academy Award nominated film, *A Star is Born*.
 - j) Kids enjoyed a screening of the film, *Smallfoot 2*.
 - k) 1901 repaired the refrigerant in the RTU.
7. **Old Business:** None
8. **New Business:**
 - I. **2019 Adjacent County Reimbursement Requests** - The amount RGPL will receive for cross-border reimbursement will be approximately \$4765.
 - II. **Emergency Procedures Manual (action item)** - A procedures manual covering emergency procedures for RGPL was discussed. Pomykalski moved to approve the Emergency Procedures Manual and Wagoner seconded. Motion carried.
 - III. Bosben will investigate options and cost for active shooter training for the RGPL staff.
9. **SCLS/DCLS/WPLA Updates:**
 - I. SCLS – Bosben to attend the monthly meeting on March 21.

II. DCLS – Grant money from the “Beyond the Page” grant will go towards a number of humanities programs at RGPL.

10. **The next meeting is Tuesday, April 16 at 5:15pm.**

11. **Adjournment:** Abbott moved and FitzRandolph seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:00 pm.

Respectfully submitted by C. Abbott