

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, April 17, 2018

Present: Jennifer FitzRandolph, Mary Mirkes, Diane Kalscheur, Michael Pomykalski, Jennifer Wankerl
Also present: Pamela Bosben

1. **Call to Order:** Wankerl called the meeting to order at 5:16 p.m.
2. **Public Comment:** None
3. **Approval of Minutes from the March 20, 2018 Meeting:** Motion made by FitzRandolph to approve March 20 minutes as presented. Kalscheur seconded. Motion carried.
4. **Treasurer's Report:** Cash management account reported at \$62,604.29. General account reported at \$13,378.94. Revenues to the Village reported at \$366.95.
5. **Approval of Bills (action item):** Pomykalski motioned to approve the bills and Mirkes seconded. Motion carried.
6. **Director's Report:**
 - a. Attended the Public Library Association bi-annual conference. Participated in two pre-conference offerings: Project Outcome Training and Transformation Not Trend: Dismantling Institutional Racism in Public Libraries. Other sessions included themes of community collaboration, human-centered design, building innovative programs and services, supporting civic engagement.
 - b. In connection with STEAM programming, the library is offering drop-in activities. In honor of Year of the Bird, a book display was set-up along with a Bird on a Wire craft project. In honor of April as Poetry Month, activities involving poetry magnets and a game of Haikubes are being offered.
 - c. Youth Services had some excellent programs. Two days of cooking with Chef J. Miller. Kids learned how to measure, mix and create mini tarts. In celebration of National Library Week, another successful Fort Night was held and in honor of Earth Day, water librarian, Anne Moser, presented another fascinating program called All the Water in the World.
 - d. To bring focus on April as Earth Month, a plastic ocean exhibit is on display along with environmental books and media.
 - e. A walk-about of the library grounds is planned to determine if the library is a good location for the Halloween House. Before committing, information about energy costs, etc. will need to be addressed along with who will cover affiliated costs.
 - f. There have been two situations concerning fire calls to the facility. The issue concerns a duct smoke detector that is signaling there is smoke in the building, probably being set-off by dust. Midwest Alarm had conducted their annual inspection of the detectors two weeks prior, so this was a surprise. The detector will be replaced.
 - g. MG&E and H&H have been addressing the natural gas issue. The manufacturer was out to assess the boilers and claimed the boilers were okay and not the problem. There is now a recall on the boilers pertinent to a grommet seal. General Heating has been notified.
 - h. The library board and staff wish to express their deep gratitude to Jennifer Wankerl for her years of service to the library as trustee and Library Board president. Jennifer also serves as a member of the Friends of the Library Board.

7. **Old Business:** None

8. **New Business:**

a. **AAON Computer Software and Components for RTUs (action item):** Bosben reported that an issue with temperature control persists in the facility. H&H determined LON cards in the air handlers were no longer operating and it was unlikely new cards would be available due to obsolescence. If cards are available, the cost for the cards alone would be \$5000 plus programming and installation. ControlWorks has offered a solution at a lesser cost that would solve the problem and they would be able to remote-in to the system when assistance with temperature control is needed. Cost is \$4200. Motion made by Pomykalski to move forward with the ControlWorks solution. FitzRandolph seconded. Motion carried.

b. **Election of Officers:** Motion made by Kalscheur to nominate FitzRandolph as Library Board President. Mirkes seconded. Motion carried. Motion made by FitzRandolph to nominate Kalscheur as Vice President. Seconded by Wankerl. Motion carried. Motion made by Kalscheur to keep Abbott as Secretary. Seconded by Mirkes. Motion carried. Motion made by Kalscheur to keep Mirkes as Treasurer. Seconded by FitzRandolph. Motion carried.

c. **Endowment Disbursement (action item):** The library's endowment with the Madison Community Foundation had a really good year. The Library Board can request disbursement of 4.5% of the endowment's average balance over the past 20 months. Motion made by Wankerl to request disbursement of \$4768.95 from the endowment. Seconded by Kalscheur. Motion carried.

9. **Next Meeting:** May 15, 2018.

10. **Adjournment:** Motion made by Pomykalski to adjourn the meeting at 6:25 p.m. Seconded by FitzRandolph. Motion carried.