

**Rosemary Garfoot Public Library Board Meeting
Tuesday, July 19, 2011, 5:00 p.m.**

Present: Steve Schunk, Charity Hirsch, Dan McMahon, Denise Baylis

Also Present: Pam Bosben, Minetta Koblings

- I. **Call to Order:** Charity called the meeting to order at approx. 5 pm
- II. **Public Comment:** None
- III. **Approval of Minutes from the May 17, 2011 meeting (action item):** Dan moved approval/Denise second/motion approved
- IV. **Treasurer's Report:** Dan reported checking account at \$12,542.87, cash management account at \$225,554.39
- V. **Approval of Bills (action item):** Denise moved approval/Charity seconded/motion approved
- VI. **Director's Report:** Pam reported that the library has been bustling this summer. The Summer Program is well underway: almost 200 participated in the Zoomobile. The summer program ends this Saturday with the swim party. Library patrons can participate in a weekly drawing for a door prize donated by a local coffee shop, and an additional drawing for a "goody bag" at the end of summer. A youth group organized out of Milwaukee came twice to pull weeds and spread mulch. Apparently they go around the state and ask communities if there are projects that need their assistance.
- VII. **Old Business**
 - a. **Landscaping update (action item):** Bando Organics has spread their material. The Village contracted service uses a riding mower which is not appropriate to use with the organic media. Pam is looking for someone with a push mower to mow the lawn for the remainder of the season. Steve volunteered his family to take care of it this summer.
 - b. **Mulch request (action item):** Pam asked to the board to approve payment of the mulch as discussed at the May meeting: \$278.90 for 10 yards plus \$403.85 for 15 yards of mulch, including delivery, for a total of \$682.75. (Friends donated \$500 more). Funds to come out of the cash management fund. Dan moved approval/Denise seconded/motion approved.
- VIII. **New Business**
 - a. **Gun ban (action item):** Pam presented a notice for approval with wording approved by the Village attorney as accurate to date to the best to his knowledge, prohibiting firearms in the library. Charity moved approval/Steve seconded/motion approved.

- b. Memorandum of Understanding-Madison Community Foundation (action item):** So far 49% of matching funds have been raised for the National Endowment for the Humanities grant. Prospective local donors have been identified and will be approached soon. Pam asked for board approval to sign memorandum of understanding to participate with Madison Community Foundation in the National Endowment for the Humanities grant. Charity moved approval/Dan seconded/motion approved.
- c. Computer Replacement (action item):** Library has 17 computers. Most are six years old. One public and one staff computer have failed. Two of seven staff computers nearing replacement horizon. Staff computer already replaced for \$808.56 from checking account, through SCLS. Pam is asking for reimbursement to checking account from the cash management account. Charity motioned, "Reimburse library checking account in the amount \$808.56 from the cash management account for the replacement of one staff computer." Dan seconded/motion approved. The Board agreed to let Pam use her best judgment in replacing computers as the need arises.
- d. Electrical repairs (action item):** The pendant lights outside the building are not working, not a problem with the bulbs per Westpahl Electric Company. Also, the pergola area is dark. Lights were never connected by Braun during original construction, and they have refused to return and fix their error. This is a safety issue. Pam will ask Westphal to provide estimates for each job and come back to the board for approval.

X. South Central Library System/Dane County Library Service Updates

- a. Letter from SCLS Board:** Delayed to end of August, if no improvement.
- b. Administrative Council Update:** Met and continued to talk about Koha and budget issues.
- c. Koha Update:** Continues to be problematic
- d. Dane County Librarians Update:** Met last week with very preliminary figures for reimbursement. Unknown impact of Fitchburg joining the system. Unknown percent reimbursement 70% or 100%.

Next meeting: August 16th at 5:15 pm.

XI. Adjournment: Dan motioned/Steve second/meeting adjourned at 6:40 pm.