

Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, March 19, 2013, 5:15 p.m.
2107 Julius Street, Cross Plains, WI 53528

Present: Charity Hirsch, Dan McMahon, Denise Baylis, Steve Schunk
Also Present: Pam Bosben

- I. Call to Order:** Hirsch called meeting to order at 515 p.m.
- II. Public Comment:** None
- III. Approval of Minutes from the February 12, 2013 meeting (action item):** Hirsch moved approval/McMahon seconded/minutes approved
- IV. Treasurer's Report:** McMahon reported \$9162.20 in checking. Cash management statement had not arrived. Bosben turned over an additional \$1800.13 to our Village account.
- V. Approval of Bills (action item):** Routine bills and H&H winter HVAC equipment maintenance check {\$960, plus supplies \$234.45 and labor \$416.00 for a total \$1610.45}. During the regular maintenance discovered broken pump which is now on order. McMahon motioned approval of bills/Hirsch seconded/bills approved for payment.
- VI. Director's Report:** Bosben reported that Public Facilities attempted lighting replacement last week and discovered that units each need two separate bulbs and two different types of ballast. Electrician's manual on hand did not include this information and not mentioned in any of our manuals. Noted that bolts had fallen off hinges on exterior doors and Public Facilities fixed. Ice dam problem in north side of building caused water in building but no apparent damage, Public Facilities took care of the dam. Bosben noted that the assistance provided by Public Facilities has been invaluable. Someone has been filching DVD's however they have been recovered. Library staff proctor exams, a service some libraries do not offer. Lately this has been becoming more time consuming due to more demands placed on staff by some participating colleges and universities. Staff are discussing if this "extra" service should be continued and possible options. Adult fiction was shifted to make more room. A Village resident is interested in serving on the Board to replace McMahon who is resigning. Name passed along to the Village for action. Nothing heard from the school Superintendent on the replacement of their representative.
- VII. Old Business**
 - a. Cash Management, continued discussion:** Monies currently in the cash management account were originally solicited when the library was planned. The monies were intended for collection development, furnishings, programming, special equipment and computers. Monies were never intended to cover maintenance [HVAC and phone system repairs this month]. The Board discussed

a policy covering this issue that would be crafted to allow for some flexibility. Bosben indicated that if any budgeted funds remain at the end of the year, by Statute, they are to be kept for the library. These funds would go into a special fund such as a fund balance. This fund could provide monies for unforeseen expenses. The Village also holds a general contingency fund as well. Not sure how much is in the fund so Bosben will seek this information.

VIII. New Business

- a. Telephone System Replacement Component (action item):** During the last snow storm a problem with the telephones developed, calls came in but no calls could go out. Internet was not affected. TDS no longer provides maintenance for Nortel system however a new company was established to provide this service: \$776.25 + travel time [\$60] plus \$70 per hour/Schunk motioned approval/McMahon seconded/motion approved.
- b. Future Library Hours:** During the past 10 months the staff has noticed that there appears to be a drop off in library use in the evening. The staff will assess actual usage with the possibility of changing opening and closing times, while maintaining same total hours open each week. Discussed questionnaires for public input.

IX. South Central Library System/Dane County Library Service Updates: First All Directors' Meeting to be this week. DCLS directors' meeting involved a presentation on marketing library services and an update on the issue of System consolidation. There was a System Directors' meeting where attendees discussed consensus building and prioritized SCLS services.

XI. Next meeting: April 16, 2013

XII. Adjournment: Hirsch called for adjournment/Schunk seconded/meeting adjourned at 6:30 p.m.