

Minutes Rosemary Garfoot Public Library Board Meeting
Tuesday, June 18, 2013, 5:15 p.m.
2107 Julius Street, Cross Plains, WI 53528

Present: Steve Schunk, Sue Schuetz, and Denise Baylis

Also Present: Pam Bosben

Executive Session – 5:30-6:00 p.m.

Per 19.85(1)[C] Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body (Library Board) has jurisdiction or exercises responsibility.

- I. Call to Order:** Schunk called the meeting to order at 5:45 pm. Baylis motioned to go into executive session/Scheutz seconded/motion carried. Scheutz motioned to return to open session/Baylis seconded/motion carried. Schunk motioned to move to New Business/Baylis second/motion carried.
- II. Public Comment:** none
- III. Approval of Minutes from the May 21, 2013 meeting (action item):** Schunk motioned for approval/Baylis seconded/minutes approved as presented.
- IV. Treasurer's Report:** Balance of \$7744.17 in checking account and \$204,861.98 in the cash management account. Bosben deposited \$911.87 to Village library account, of which \$400 was from SCLS to subsidize summer library programming.
- V. Approval of Bills (action item):** Baylis motioned for approval/Schunk seconded/bills approved for payment
- VI. Director's Report**
 - Kris' office has been cleaned for smoke damage but there is residual odor from the ozone cleaning machine that needs to be remediated.
 - Still waiting for Westphal Electric to find out about warranties and replacement parts.
 - Summer programs have been successful so far with 175 children attending the kick-off program for the Summer Library Program and over 40 attending the monthly movie showing (*Silver Lining Playbook*) Thursday morning.
 - Bosben has received word that TDS wants to begin to charge for internet connection which was an infinity gift for the new library. Contact will be made with representative to inquire about honoring gifted Internet through the end of the year.. Bosben will look into Charter.
 - Village administrator is working on an updated personnel manual. Bosben stated it was a good time to work on updating the Library's manual as well. Although the library has personnel policies in place there is not a manual specifically devoted to personnel. A draft manual is expected to be ready by the July meeting.

VII. Old Business

- a. **Endowment/Foundation:** Nothing new to report

VIII. New Business

- a. **Rosemary Garfoot Public Library policy on vacation/leave/sick time (possible action item):** Bosben recommended changes to vacation, holiday and bereavement leave. Scheutz motioned to accept changes to vacation leave polices, retroactive to January 1st, 2013; and to retain MLK as a paid holiday/Baylis seconded/motion carried.

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

- a. **Proposed Amendment to the Dane County Standards and Resolution Supporting Amendment (action items):** Dane County Library Board has requested a change to the Standards to allow newly established libraries a longer period of time to meet basic standards. 50% of library boards representing 80% of population must approve before changes go to Dane County Board. Motion to accept the Dane County Library Board resolution to amend Standards only as they impact newly established libraries made by Scheutz/Baylis seconded/motion passed

XII. Next meeting: July 16, 2013

XIII. Adjournment: Schuetz motioned for adjournment/Baylis seconded/meeting adjourned at 6:35 pm