

Rosemary Garfoot Public Library Board Meeting Minutes Tuesday, August 16, 2022

Present: Jennifer Wankerl, Erica Wagoner, Denise Baylis

Also present: Pam Bosben Absent: Jennifer FitzRandolph, Jane Varda, Mary Mirkes, Andy Hartman

1. **Call to Order:** Wankerl called the meeting to order at 5:23 p.m.
2. **Public Comment:** None
3. **Approval of Minutes from May 19, 2022 meeting (action item):**
Wagoner motioned to approve the minutes. Baylis seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at 47,707.80 . The Public account reported at \$44,214.60. Revenues to the Village reported at \$27.45.
5. **Approval of Bills (action item):** Baylis motioned to approve the bills. Wagoner seconded. Motion Carried.
6. **Reports:**
 - **Director's Report:** The 2022 Summer library program, has finished. We had the Mississippi River Museum and Aquarium out and over 250 people attended. The Madison Museum of Contemporary Art, Art Cart Extra, was out to provide an art program for kids and families. Another great turnout. The finale was a pool party with over 65 in attendance. It has been a wildly busy and satisfying summer at the library.
 - We continue to offer various drop-in activities this month including indoor crafts and outdoor bubbles and chalk art.
 - Beginning this month, The Gateway to The Driftless organization and the Cross Plains, Black Earth and Mazomanie Libraries have partnered on an activity to get area kids out and exploring the many natural resources in the Black Earth Creek watershed. "Become a Driftless Explorer" is open to kids through age 14 and their assisting adults/caregivers (Guides) to earn "treasure" by visiting at least 4 of the 12 sites contained in their Driftless Explorer Passport by October 15th
 - Community of Cottage Grove is working on establishing a public library in the community. A library board has been established and members of the board are visiting a few library directors to gain insight into the process of building a library facility. Erik Braun (former Park School librarian) board member, came out for a visit and to ask a series of questions pertinent to building a new facility and building a "green" library. He also toured the facility.
 - Staffing: The library LTE summer hires will be leaving August 20th and August 31st. We have a staff member who was given incorrect information by the Wisconsin Retirement System, so their hours were reduced by 5 per week throughout the rest of the year. Only 3 hours may be added back onto their weekly shift beginning January 1st. Two part-time staff members have assumed an extra hour per week to help, however, with the leaving of the LTE hires, the reduction in an existing staff member's schedule, and the issue with no applicants for the open circulation manager position, the library will be down 31 staff hours effective September 1st. Further reduction in open hours, will likely take place.
 - I have submitted the future space needs document and new library position document to the village president.

- I met with Chad from Paul Davis Restoration to go over the details for the final interior repairs. Repairs should be completed by next week.
- The Village of Cross Plains is pursuing the bond of C&C roofing due to failure to comply with requests to finish the roofing project.
- President's Report: No president's report
- Village Update: No village report

7. Old Business: 2023 Draft Operating Budget (action item)

Bosben provided an overview of the budget.

Revenues and Operating expenses: Some category changes made to revenues to better reflect the types of reimbursements the library receives. In expenses, there is a minimal 2% increase. Only a few line items reflected increases based on current and projected needs.

Salaries: Department heads will again meet to weigh-in on salaries. No information on distribution of funds by the Village at this time. Bosben pointed out the continued critical staffing shortages afflicting the library. Salaries need to increase so the library can be competitive. Cost of living is at 9%. Village staff members continue to lose ground with minimal salary increases.

Wagoner made a motion to approve the 2023 draft operating budget. Baylis seconded. Motion carried.

8. New Business: No New Business

9. South Central Library System and/or Dane County Library Service Update: Dane County Library Board sent a letter about Dane county reimbursement remaining at the same level as the previous year based on COVID impacts.

10. Next meeting is September 20 at 5:15pm

11. Adjournment: Motion to adjourn the meeting at 5:54 p.m. Motion: Bayless Second: Wagoner Motion carried.

Respectfully Submitted by
Erica Wagoner

