

**Rosemary Garfoot Public Library Board Meeting Minutes  
Tuesday, September 20, 2022**

**Present:** Jennifer Wankerl, Erica Wagoner, Denise Baylis, Jennifer FitzRandolph, Jane Varda, Mary Mirkes, Andy Hartman  
Also present: Pam Bosben

**Call to Order:** Varda called the meeting to order at 5:15 p.m.

**Public Comment:** None

**Approval of Minutes from August 19, 2022 meeting (action item):**

- Baylis motioned to approve the minutes. Wankerl seconded. Motion carried.
- Date from the August minutes had to be adjusted to reflect August 19<sup>th</sup> instead of May 19<sup>th</sup>.
- Baylis motioned to amend minutes with the revision. Wankerl seconded. Motion carried.

**Treasurer's Report:** The cash management account reported at \$47,734.62 The Public account reported at \$42,810.43. Revenues to the Village reported at \$168.27. Endowment reported at \$131,401.06.

**Approval of Bills (action item):** Mirkes motioned to approve the bills. FitzRandolph seconded. Motion Carried.

**Reports:**

**Director's Report –**

- The new telephone system will finally be ready next week. TDS is providing training this week and at the beginning of next week.
- We continue to feel the pain of staff shortages, and received no applications for the recently posted position. Matt Spain has agreed to remain on staff through the rest of the year. His hours are limited to nine per week and to three evenings.
- Art exhibits have returned to the library after a pandemic hiatus. The current exhibit features plein air paintings by Richard Fayram, with focus on the Driftless area. The exhibit is a posthumous tribute to Mr. Fayram.
- COVID Rapid Antigen Tests are again available at the library.
- Storytime has resumed after a short end-of-summer hiatus. The sessions will be held outside until the weather no longer cooperates. Once the sessions are moved inside, there will be a limit on attendance. If waiting lists become too long, we will consider moving to two sessions per week.
- I attended a mental health in the library webinar last week. No new information, but a refresh is always a good idea. I also attended a fascinating Ryan Dowd webinar with a guest speaker who was the police chief in Aurora, IL when the mass shooting occurred. Her past practices and philosophy on policing are phenomenal, embracing empathy and a more holistic approach.

**President's Report: No president's report**

**Village Update:**

- Discussion about establishing formal grant policy. The Village wants to approve potential grants when a monetary match is required. Bosben noted, that the Library is exempt from this process due to being a separately governed entity.
- Water usage in the village - large water bills, especially for new members to the community.
- Budget, supplemental requests received, the draft budget was made available at the last meeting.

#### **Old Business:**

- 2023 Budget: Department heads presented capital requests to the Village Board. Capital requests were accepted, but they could go back to the board for further discussion. Board may still have to trim. Department heads met with president about salaries, but not enough information at this time. Waiting for revenues information to see if there are funds to further adjust salaries beyond a 3% increase. Bosben reiterated the lack of equity in last year's wages for library staff. Issues trying to get new hires because not a competitive wage.
- Roof update: Interior work is completed and payments have been made. Village is pursuing the roofing company's bond. Bosben mentioned that the roof installation began almost a year ago, and is still not completed. The Village will be given options on how they wish to proceed once the bond is secured.

#### **New Business:**

- Budget Adjustment Plan: Village president wanted to look at ways to increase revenues, reduce costs, and increase efficiency. Meetings will occur where department heads will discuss the plans. Process is not for the 2023 budget year. Bosben presented the plan to the Library Board. The plan addresses ways in which the library already secures funds and services that reduce costs and brings in revenues. The area needing focus is efficiency that has been lost due to staff shortages. The plan includes mention of State and County Standards that require a minimal amount of staffing based on population size. Due to staff shortages, the library is nearing the minimum standard. To increase efficiency would require regaining staff made possible with a more competitive salary, and to potentially add a new FTE position in 2024.
- Mutzie's Monster Mash: This annual display will return to the library grounds for 3 weeks. Dan Berry is organizing the event and sought approval from the Village. The display has been hugely popular in past years. The library may provide a pumpkin carving event the day before Halloween. It was noted that Katy Ripp of Creekside Scoop is hosting a Hocus Pocus event on Halloween. Possibly a way for the Mutzie's group to coordinate with the Chamber so the events complement each other.

**South Central Library System and/or Dane County Library Service Update:** Dane County Library Director's recently met. The issue of reimbursement was discussed, specifically the minimum level required for exemption from Dane County library tax. A few municipalities are nearing the minimum level which, if reached, would result in non-compliance. A number of factors such as retirement of TID/TIF districts, can negatively affect the appropriation formula.

**Next meeting is October 18 at 5:15pm**

**Adjournment:** Motion to adjourn the meeting at 5:58 p.m. Motion to adjourn: Hartman. Seconded, Wagoner. Motion carried.

Respectfully Submitted by  
Erica Wagoner