

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**Tuesday, February 21, 2023**

**Present:** Jennifer Wankerl Denise Baylis, Jane Varda, Jennifer FitzRandolph, Erica Wagoner, Andy Hartman

Also present: Pam Bosben

**Absent:**

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

**Public Comment:** None

**Approval of Minutes from January 17, 2023 meeting (action item):**

- Hartman motioned to approve January 17, 2023 minutes.  
Varda Seconded. Motion Passed

**Treasurer's Report:**

The cash management account reported at \$48,800.04

The Public account reported at \$4023.92

Revenues to the Village reported at \$7,076.43

**Approval of Bills (action item):**

FitzRandolph motioned to approve the bills as presented.

Hartman seconded. Motion passed.

**Reports:**

**Director's Report and South Central Library System Report**

- I participated in a number of Wild Wisconsin Winter continuing education programs in January. Some of the marketing programs were helpful. Also helpful was practicing self-compassion on a staff level.
- Our first staff in-service since the pandemic began, was held on January 18<sup>th</sup>. We made this a training session so we could get staff together at one time to address policies, practices, expectations, etc. It was a good in-service.
- I had my first mentoring session with the new Spring Green director.
- Ace Exterior came to assess the leaking gutters and provided a bid to the village for fixing the gaps. The weather has to warm up before they can proceed. In the meantime, public facilities has put cones in the areas that are icing near the secondary entrance.
- Our Friends of the Library president, Liz Fayram, who is also a master gardener, met with Kris and me to go over a grant proposal she is submitting for refreshing the children's garden in front of the east pergola. Educational signage, native plants and whimsical decorations were discussed. These grants are competitive, so we hope this project will stand out.
- Catherine, Kris and I met to firm up plans for the summer library program. Lots of super performers have been booked. This year, we are having a grand start to the program with a shave ice truck, a balloon artist, and hopefully a face painter. This will be the grand start since the pandemic began.
- Pertzborn Fire Protection conducted the quarterly sprinkler/alarm test. I informed the technician that the hydrant issue was fixed by our public facilities crew.

**President's Report:**

None

**Village Update:**

-Next village board meeting – future of grant writing policy. Bosben mentioned that library grant writing is under the auspices of the library board.

-Gatekeeping power of village president and transparency of agendas, etc.

-ATV issue is back on the agenda after a year trial period.

**Old Business:**

None

**New Business:**

Annual Report (action item)

Highlights: Bosben presented the 2022 annual report required by DPI.

- Reporting of staffing as the status quo, not based on current shortages
- Some curbside pick-up still available upon request (COVID question on report)
- New to this year, extraction of circulation numbers for puzzles, games, kits, etc.
- Still good circulation of magazines and newspapers
- Net lender status continues which is good because our collection is in demand
- Great number of visits to the library and increased computer use & wireless use
- Increased use of electronic materials (ebooks, etc.) - audiobooks higher than ebooks on Libby
- Increase in programming, some still virtual, but well attended in-person offerings for all ages
- Salary budget complicated because of high turnover
- Popular self-directed activities (makerspace) for children and adults
- Everything is compliant. Added comment about great service from South Central

Question/Comments:

- Unfiltered internet use, open platform. RGPL does no filter because we believe open access valuable, not censoring. Not a lot of child use so hasn't been a problem. Parents sign form when children get a library card. Staff can monitor computer use from circulation desk. There is a library policy for appropriate internet use. If there is an infraction of use, patron gets a warning and then loses privilege. May be something revisited by the board. Filters may be mandated in future.

Motion to Approve:

- Motion by Hartman to approve the 2022 Annual report as presented.
- Seconded by Jane Varda

Staffing Crisis / Wages

- Part-time employee retirement in April (37 hours unfilled) & part time staff with limited flexibility. May not have enough staffing for all evenings and Saturdays. –Bosben, Baer and the new Assistant Director, may temporarily assist on Saturdays until new part time employees are hired.
- Bosben is conducting interviews for the assistant director position. A candidate asked for a significant increase in the starting salary. Not comfortable bringing a new employee in at a higher salary than the long-time exiting employee. Need to focus on other low paid positions. Bosben mentioned considering upping the salary by 1k which is still within the existing allocated dollars.
- Bosben informed the board that she plans to retire this summer after 42 years of service. Focusing on beginning of June to beginning of July. Board will begin formulating the hiring

process with the intention of advertising in April. This will be contingent upon Bosben's actual retirement date once it's confirmed.

- Bosben said all village departments are having difficulty retaining and attracting candidates. Part of it is not having a grade step system, while another is existing wages.
- Bosben asked for the board's assistance in finding a new trustee to fill the current vacant position.

#### Retirement of Kris Loman

Bosben wanted to address the upcoming retirement of Kris Loman. Kris is a 16-year veteran of the library and has been an exemplary employee who has helped shape the trajectory of the library in the best possible way. Her passion, commitment, and loyalty to the library is to be commended. She leaves being part of the on-going legacy of this wonderful library.

#### **South Central Library System Report**

None

#### **Next meeting is Tuesday, March 21**

Wagner motioned to adjourn the meeting at 6:15pm.

Varda seconded, Motion carried.

Respectfully Submitted by  
Erica Wagoner