

**Rosemary Garfoot Public Library Board Meeting Minutes**  
**April 18, 2023**

**Present:** Erica Wagoner, Jane Varda, Denise Baylis, Jennifer Wankerl, Sarah Borchardt  
**Not Present:** Jennifer FitzRandolph  
**Also present:** Pam Bosben

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

**Public Comment:** None

**Welcome to Sarah Borchardt, Village Board representative to the Library Board.**

**Approval of Minutes from March 21, 2023 meeting (action item):**

- Wagoner motioned to approve the minutes.
- Varda seconded. Motion carried.

**Approval of Minutes special meeting from April 6, 2023 (action item):**

- Wagoner motioned to approve the minutes.
- Baylis seconded. Motion carried.

**Treasurer's Report:**

The cash management account reported at \$48359.12

The Public account reported at \$38,427.32

Revenues to the Village reported at \$281.24

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

Baylis motioned to approve the bills.

Wankerl seconded. Motion Carried.

**Reports:**

**Director's Report –**

Director's Report March 2023

- We have received some applications for the open part-time positions. I am conducting interviews this week.
- Assistant director, Kelly, and I, met with the Friends this week to discuss the upcoming book sale and summer library program needs. The book sale will be held in conjunction with Trout Days.
- The Friends will again provide generous financial backing for the summer library program. Also discussed at this meeting, was a request to the Friends to help finance a thermal laminator that was a piece of equipment we planned to purchase for MakerSpace needs. They approved covering half of the cost, so we will be getting a new thermal laminator.
- The gutters on the roof have been repaired. The Village will move forward with the rest of the repairs by hiring a new company.
- Part-time library assistant, Tom Virgilio, retired after twelve years with the library. We thank Tom for his excellent years of service.
- Carrie Roesch will resign her post as circulation manager, at the end of the month.
- Catherine held her first outdoor storytime of the season. It was a hit. Hopefully the weather will continue to cooperate, though the snow on Monday wasn't encouraging.

- Midwest Alarm conducted the annual smoke detector and alarms testing. Everything checked out.

**President's Report: None**

**Village Update: None**

**Old Business:**

Staffing Crisis: Bosben reported that Carrie Roesch has resigned her position effective April 30. The library will be down 3 part-time employees, a total of 56 hours of unstaffed time. If current job openings are not filled, the library may have to close Saturday hours. Bosben reminded the Board that the library has a minimum number of hours it's required to be open according to Dane County Standards. Non-compliance with this Standard, could eventually result in the library using critical county funding.

Bosben is conducting Interviews this week for both Circulation Manager positions, and one Library Assistant position. There are a few candidates this time around. If unsuccessful in filling these positions, there is a possibility of staffing the summer shifts with college students.

**New Business:**

- South Central has posted the job announcement for the director's position. One application in already on Friday. Wait until May 13<sup>th</sup> to see what is in. Submit just prior to interviews.
- April 6<sup>th</sup> meeting – 4 people on committee. Saturday June 3<sup>rd</sup> is the date for interviews – everyone on the board is invited to participate.
- June 23 is Pam's last day.
- Tracey sent 3 sheets of interview questions. Varda stressed the importance of using care when writing comments on question sheets.
- Bosben is compiling binder of information containing, contacts, vendor information, passwords, etc., for the new director.

**South Central Library System and/or Dane County Library Service Update:**

- New headquarters ground breaking is April 25 at the former Lakeland College facility.
- Dane county standards being updated hopefully to include digital check-outs. Inclusion of digital circulation could positively impact funding.

**Next meeting is May 16, 2023 at 5:15pm**

**Adjournment:**

Varda motioned to adjourn the meeting at 5:33 p.m.

Borchardt Seconded. Motion carried.

Respectfully Submitted by  
Erica Wagoner