

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, September 19, 2023 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

NOTICE OF ELECTRONIC MEETING

Library Board meetings are on Zoom. Join Zoom Meeting by clicking the link or using the meeting ID and passcode.

Join Zoom Meeting:

<https://us02web.zoom.us/j/87858087426?pwd=YWVvYm5kQnFjRCswTEdHdkdTODczZz09>

Meeting ID: 878 5808 7426

Passcode: gWUJvka5

- I. **Call to Order**
- II. **Public Comment:** Members of the public may address the Library Board on items not on the printed agenda. Please note the time limit of 3 minutes.
- III. **Approval of Minutes:** Approval of Minutes from 8/15/2023 regular board meeting (action item)
- IV. **Treasurer's Report**
- V. **Approval of Bills** (action item)
- VI. **Reports**
 - 1. Director's
 - 2. President's
 - 3. Village Trustee's Update
- VII. **Old Business**
- VIII. **New Business**
 - 1. Board vacancy (discussion)
 - 2. Holiday hours for December/January (discussion and action)
 - 3. DCLS Resolution (discussion and action)
 - 4. Emergency Closing Procedure policy (discussion and action)
 - 5. 2024-2029 Long Range Plan (discussion)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Adjournment**

Posting _____ Elizabeth Clauss

Trustees: If you cannot attend this meeting, please notify the library by 4 p.m. on 9/18/2023

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, August 15, 2023**

Present: Jane Varda, Erica Wagoner, Jenn FitzRandolph, Sarah Borchardt, Nicole Schaefer, Denise Baylis,
Also present: Elizabeth Clauss

Absent: Jenn Wankerl, Mary Mercus

Call to Order: Jane Varda called the meeting to order at 5:19 p.m.

Public Comment: None

Approval of Minutes from July 2023 meeting (action item):

- Borchardt motioned to approve the minutes. Jane seconded. Motion carried.
- Elizabeth will create online shared folder to provide board member access to see bills.
- Possible in-person meeting in October / November

Treasurer's Report: update

The cash management account reported at \$49,041.29

The Public account reported at \$41,649.36

Revenues to the Village reported at \$

Endowment reported at \$

Approval of Bills (action item: Wagoner motioned to approve the bills. Borchardt seconded. Motion Carried.

Reports:

Director's Report –

- Good July check-out / holds - steady-over last year.
- Good attendance for programming. End of summer pool party (120 kids for summer reading program). Storytime consistent.
- Cleaning and organizing work spaces, getting creative with space. Weeding collection and shifting collection down one shelf so more user friendly.
- 2 job openings, both have been filled and starting in 2 weeks (August 28th). Both library assistants - Michael Green (Verona LMC and Zoo) and Laura Pichala (CP family with adult children) Switched up weekend rotation, so everyone takes a turn on a 3 week rotation.
- Friends of the library new book sale coming up, need volunteers to have manned sale, but will have out on display in front of library.
- Trustee training week next week, webinars at 12 every day next week.

President's Report:

None

Village Update:

- Hopes & Dreams for library - future expansion. Borchardt also on Pool Committee - working with consultant and considering where to put the pool.
- Budget - big focus right now.

Old Business:

None

New Business:

- Library Budget:
- Working on full-time employee compensation plan
- Bumped Book & Programming budget, utilities. 3% cost of living increase. Extra because director & assistant director salaries dropped, but went into health. Do we give a bump to hourly employees - potentially affect compensation. 30,000 bump from Dane County, but not sure how much of that the village will give us. Denise and Borchardt both advocating for increased wages.
- Varda made a motion to approve the Budget. Denise seconded. No comments.
- Long range plan (5 years) expires this year. Collaborate with board input on what community needs are. Elizabeth's ideas
 - Collection development - weeding and new materials
 - Rearranging materials to make them more findable and accessible to patrons
 - More defined makerspace
 - Storytime and space more defined - makeover of area
 - Revamping the circulation desk (less ominous coming in and more space for patrons)
 - Outreach and engagement: go to patrons if they don't come into the library, get creative with where we can be.
 - Creative ways to reach the community and engagement them. Provide connections and build community. Fostering community through adult programming, socializing and ties offering more engagement than just speakers. Collaborating with neighboring libraries.
 - Working more closely with other village divisions like Park & Rec (Mike)
 - Varda recommended a document with suggestions and budget - maybe a shared document we can edit to comment on. Bayless suggested community survey for ideas (both online and paper "suggestion box" at library).
 - What about 10 year plan, like an addition to the library. Building is aging and increased maintenance on a building that showing its age.
 - Will continue discussion next meeting.

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

- None

Next meeting is Tuesday, September 19, 2023 at 5:15pm

Adjournment: Wagoner motioned to adjourn the meeting at 5:57 p.m. BorchardtF Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2023 August Invoices for Board Approval				2023 August Revenues remitted to the Village		
				46710	General Revenue	25.75
Category	Date	Vendor	Amount			
Audiovisual				45190	Other Law and Ordinance Violations	42.2
	8/7/2023	Midwest Tape	22.49			
	8/11/2023	Amazon	56.85	48200	Rent	150
	8/16/2023	Amazon	19.96	Total Revenues to the Village		217.95
	8/18/2023	Amazon	69.99			
	8/21/2023	Amazon	30.77			
	8/25/2023	Midwest Tape	175.17			
Books				2023 August Revenues for Library		
	7/27/2023	Baker and Taylor	715.35		Donations	240
	8/3/2023	Baker and Taylor	383.71			
	8/9/2023	Baker and Taylor	360.91		Misc. Donations/Revenue	71.75
	8/17/2023	Baker and Taylor	399.84	Total Donations		311.75
	8/20/2023	Amazon	34.95			
	8/24/2023	Baker and Taylor	381.36			
	8/31/2023	Baker and Taylor	530.9			
Communication						
	8/16/2023	TDS	373.05			
Equipment						
	8/11/2023	Rhyme	76.43			
Misc.						
	8/31/2023	Nate Glynn Lawn Care	150			
Supplies						
	6/9/2023	Amazon	120.07			
	7/31/2023	Maintenance Services of Madison	62.85			
	8/2/2023	Amazon (reimbursement for	14.74			
	8/11/2023	Rhyme	7.53			
	8/14/2023	Amazon	133.62			
	8/17/2023	Amazon	50.22			
	8/20/2023	Amazon	28.89			
	8/23/2023	Amazon	102.6			
Support Services						
	7/31/2023	Maintenance Services of Madison	696.26			
Utilities						
	7/14/2023	CSP W/S	186.7			
	8/14/2023	MGE	1355.53			
	8/14/2023	CSP W/S	184.42			
Library Checkbook						
	7/11/2023	Petty Cash--Children's CD by	5			
	8/3/2023	MMoCA (Art Cart Program)	100			
	8/21/2023	MCPASD--Gym Rental for Pr	40			
		TOTAL	6870.16			

Director's Report – September 2023

	August 2023	YTD	August 2022	YTD 2022	% change in YTD
Checkouts	5303	36881	5681	40270	-8.4%
Holds Placed	1743	12561	1798	13202	-5.82%
Holds Filled	1463	-	1441	-	-
Children's Program Attendance	142	-	339	-	-
Adult Program Attendance	52	-	-	-	-
Passive Programming	111 (SRP) and 60 (makerspace)	-	138 (SRP)	-	-

- Kelly hosted an Electric Vehicle program with MG&E at the end of August and we had 52 people, which is great for an adult program and definitely shows that our focus on increasing programming is heading in the right direction.
- Catherine started the fall storytime session. We kicked it off with a visit from the Madison Reading Project on the first week and a school bus visit for week two. Lots of very excited kids and families at those programs!
- Our two new staff members started and training is going great. They fit in really well on the team and are quickly picking things up.
- I'm working on collaborations with NWDSS and the Ice Age Trail Alliance, and we're also working closely with Parks and Rec for a fall programming series for toddlers and hopefully some adult or teen programming over the winter.
- A service group from St Martin's Lutheran Church helped us clean up our landscaping on the 10th. They did a great job getting rid of a majority of the weeds and non-native plants; I'm looking into landscaping companies to finish up the job so that we have a clean slate to work from for keeping things maintained with a group of volunteers.

Resolution Approving Amendment to Dane County Standards for Public Libraries

Whereas the Dane County Board of Supervisors has established the County Library Board as the County Library Planning Committee as required by Section 43.11, Wisconsin Statutes, and

Whereas Section 43.11(3)(d) of the Wisconsin Statutes states that the plan of library services for a county may include standards of operation for public libraries in the county, and

Whereas, the Dane County Library Board is proposing Resolution 149, 2023 to the Dane County Board of Supervisors to amend the standards to do the following:

- Include requirement to provide WiFi access to patrons;
- Consider self-check, automated handling systems toward the FTE standard;
- Reduce requirement of total Internet access computers by 2/3;
- Eliminate total items and items added requirements to allow libraries to make decisions about how they spend collection dollars in response to their community needs.

Whereas Section 43.11(3)(d) requires that such standards be approved by the public library boards of at least 50% of the participating municipalities in the county that contain at least 80% of the population of participating municipalities in the county prior to adoption by the County Board of Supervisors,

Now, therefore be it resolved that the Rosemary Garfoot Public Library Board hereby approves the amendment as proposed in Resolution 149, 2023 amending Dane County Library Standards.

Now, therefore be it further resolved that a confirmed copy of this resolution be forwarded by this Library Board to:

Dane County Library Board
1874 S Stoughton Rd
Madison, WI 53716

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

Rosemary Garfoot Public Library

Emergency Procedures Manual



Inclement Weather Closing and Closing Procedure

1. The Library Director will determine whether to open or close the library. If the decision is made prior to the library's scheduled opening, the Library Director will send a text message or call staff members scheduled to work.
2. When the Library Director is on vacation or otherwise unavailable, the Assistant Director will make the decision to open or close and contact staff members scheduled to work.
3. WHAT TO DO
If a decision is made to close the library, the staff member in charge is required to do or assign to other staff members, the following tasks:
 - Make an announcement using the telephone intercom system. (If the system isn't operable, loudly call out the announcement.)
 - Sweep the entire building to inform patrons of the reason for the closing.
 - Post a closing announcement at both outside entrances.
 - Send an email to scls-announce@warden.wiscnet.net.
 - Post on social media and the top of the library website.
 - Attempt to determine when the library will re-open.
4. If the library closes due to inclement weather or other emergency, all staff scheduled for that day will be paid for their full shift. ~~is closed prior to regular opening time or before staff members have arrived for their scheduled shifts, full-time staff will be expected to use compensatory time, vacation time, or make-up the hours within the pay period. Part-time staff have the option to make-up the time if they wish. If staff are already at work and the decision is made to close, staff will be paid for the day.~~
5. Long-term closures (more than 48 hours) follow the above instructions and also:
 - Call local radio and television stations to request announcement of the closing.
WKOW 274-1234 WISC 271-4321 WMTV 274-1515

Emergency Closing Procedure

1. The situations listed below are classified as emergency situations. The library will be closed and not open until corrective action is taken.
 - Interior temperature falls outside the comfort zones of a low of 52 and high of 85 degrees Fahrenheit.
 - No electrical power for more than 2 hours.
 - Severe damage due to natural or other disaster.
 - Insufficient staff: less than 2 staff members available to work. A minimum of 2 staff members are required for the library to remain open for business.
2. The Library Director will determine whether to open or close the library in the event of an emergency. If the decision is made prior to opening, staff will be notified via text message or telephone call.
3. When the Library Director is on vacation or otherwise unavailable, the Assistant Director will make the decision to open or close and notify staff scheduled to work.
4. WHAT TO DO

If a decision is made to close the library, the following tasks must be done by the staff member in charge or assigned to other staff.

Priority

 - If the library is open and the telephone system is operative, make an announcement.
 - Sweep the entire building to inform patrons of the reason for closing.
 - Post announcements at both entrances.
 - Exit the building.

Secondary

 - Send email to scls-announce@wardenwiscnet.net
 - Post on social media.
 - Post at the top of the library webpage.
 - Try to determine when the library will reopen.
5. If the library is closed prior to regular opening time or before staff members have arrived for their scheduled shifts, full-time staff will be expected to use compensatory time, vacation time, or make-up the hours within the pay period.

Part-time staff have the option to make-up the time if they wish. If staff are already at work and the decision is made to close, staff will be paid for the day.

Building Emergencies

1. Building emergencies require prompt attention but do not interfere with library operations or require closing.
2. Examples of building emergencies:
 - Partial power outage or flickering lights.
 - Broken windows.
 - Water leaks not posing a threat to safety.
 - Non-functioning telephone system.
 - Noticeable but tolerable temperature change inside the building.
 - Faulty plumbing.
3. The Library Director or Assistant Director will notify the Public Facilities Director. If the Public Facilities Director is unreachable, and the village office is still open, a call will be made to the office requesting radio contact to whoever is in-charge. If the village office is closed, calls will be made to the Public Facilities staff members listed on the bulletin board in the technical services room until someone is reached.
4. Library staff dealing with incidents must fill out an Incident Report.

Tornado Watches and Warnings

Definitions

A **tornado watch** is an alerting message from the National Weather Service when conditions are favorable for the development of severe thunderstorms with the potential for tornadoes. A staff member will post a "Tornado Watch" sign at both entrances. **The library will remain open during a tornado watch.**

A **tornado warning** is issued when a tornado has been sighted or detected on radar. The village siren system will sound. The weather alert radio in the technical services room will also sound. **The library will close as soon as soon as a tornado warning is issued.**

1. When the siren sounds, and it's not a test, the Library Director or staff member in charge will make an announcement over the telephone intercom system, directing patrons to the kitchen (tornado shelter) on the east end of the building. (Patrons may not remain in any other library spaces that are not windowless and completely enclosed.) Adults may leave if they wish, but children under the age of 14 will be encouraged to stay if they are not accompanied by a parent or guardian of legal age.
2. The Library Director or staff member in charge is responsible for placing "Tornado Warning" signs at both entrances and locking the exterior doors.
3. The weather alert radio in the kitchen should be tuned to the National Weather Service for bulletins.

Tornado Watch/Warning Checklist

WATCH

- Make sure the volume on the weather alert radio is loud enough to be heard at the circulation desk and in the Library Director and Assistant Director offices.
- Monitor the weather alert radio each time the alarm sounds.
- Inform all staff members about the watch and its length.
- Post "Tornado Watch" signs at both library entrances.

WARNING

- Make an immediate and loud announcement on the telephone intercom system.

Announcement: A tornado warning has been issued for this location. The library is closing. Everyone is encouraged to seek shelter in the kitchen by the east entrance. Those wishing to leave the building may do so at this time. Please follow the directions of the library staff.

- Inform all staff members about the warning.
- Assign staff members to put "Tornado Warning" signs at both entrances. Sweep the entire library including restrooms and study rooms.
- Direct everyone to the kitchen, turn on the weather alert radio.
- Adult patrons may leave if they wish but children under the age of 14 not accompanied by a parent or guardian of legal age, will be encouraged to go to the kitchen.
- All staff should report to the kitchen.

SEVERE THUNDERSTORM WATCHES/WARNINGS

A **severe thunderstorm watch** is an alerting message from the National Weather Service when conditions are favorable for the development of severe thunderstorms. A staff member will post a "Severe Thunderstorm Watch" sign at both entrances. **The library will remain open during a severe thunderstorm watch.**

A **severe thunderstorm warning** is issued when a line of severe storms has been sighted or detected on radar. The weather alert radio in the technical services room will sound and threats will be announced. **The library will remain open during a severe thunderstorm warning. Staff will monitor the situation for potential tornadoes, intense lightning, or dangerous wind conditions.**

WATCH CHECKLIST

- Make sure the volume on the weather alert radio is loud enough to be heard at the circulation desk and in the Library Director and Assistant Director offices.
- Monitor the weather alert radio each time the alarm sounds.
- Inform all staff members about the watch and its length.
- Post "Severe Thunderstorm Watch" signs at both library entrances.

WARNING CHECKLIST

- Inform all staff members about the warning.
- Staff members will post "Severe Thunderstorm Warning" signs at both entrances.
- Staff members will avoid close proximity to windows to avoid harm from lightning strikes and possible debris that might break through windows.

FIRE

1. If the fire alarm sounds, clear the entire building **IMMEDIATELY**. A staff member should make an announcement over the telephone intercom system. Direct people away from the building to provide unhindered access for emergency personnel. No one is allowed within 100 feet of the building.

2. If fire or smoke are discovered inside or in the immediate vicinity of the building, pull the fire alarm and clear the building immediately. The location of fire alarms is as follows.
 - Next to the staff entrance/exit door.
 - Above the display shelf at the front entrance.
 - At the east entrance next to the automatic door opener button.
3. The Library Director or staff member in charge will call 911. If possible, make a sweep of the building.
4. All staff will assist with the orderly departure of individuals in the library.
5. False alarm. The Library Director or staff member in charge will do the following.
 - Determine which fire alarm box was tampered with, and if possible, who set it off.
 - Disable the alarm at the fire control panel located in the technology closet in study room 2. Press "System Reset".
 - Call 911 to report the false alarm.
 - Make a precautionary sweep of the building before allowing people back in.
6. In the event of a containable fire such as trash burning in a wastebasket or ignited food in the microwave, the staff member who discovers it should attempt to put it out. **All staff members must know the location of the fire extinguishers.** (On the wall outside the study rooms, on the wall next to the children's DVD/compact disc racks, under the courtesy phone at the east entrance.)

Health Emergencies and Accidents

Staff members should exercise extreme caution when administering first aid of even a minor nature because of the potential danger of a lawsuit. Doing nothing may also be potentially dangerous. Please follow these guidelines.

1. The sick or injured individual should be made comfortable and be protected from unnecessary disturbances until medical help can be obtained. If necessary, and if the individual can move on their own, escort them to the technical services room or the staff multipurpose room. Do not attempt to carry someone to another location. Each case is unique, so staff member should use their best judgment as to what is prudent and reasonable.
2. Call 911 immediately if the situation is serious. The Library Director or staff member in charge should designate someone to wait at the front entrance for emergency personnel to arrive.

3. At no time should staff attempt to provide first aid. The exception is for staff members certified to administer CPR and/or trained to use the AED. Bandages for minor cuts may be dispensed but not applied by staff members.
4. Always wear disposable rubber gloves when cleaning bodily fluids from library property. Gloves are located in the staff multipurpose room in the cupboard near the window.
5. No medication, including aspirin, should ever be dispensed to the public.
6. Fill out an Incident Report and notify the Library Director.
7. Employees injured on the job must fill out an Incident Report which the Library Director will file with the village office. The village office will provide Workman's Compensation information.

Long Range Planning Ideas

- Collection and Services
 - Carve out a more defined Makerspace area and create programming around it
 - Weed and evaluate current collection to ensure we're providing up-to-date materials for our community; focus on building up the areas that need more current titles
 - Rearrange collections, shelving, and furniture for a better flow throughout the space to make things easier to find and more welcoming for patrons
- Building
 - Replace cork flooring—it is falling apart in places
 - Reconfigure the circulation desk for a smaller footprint and more welcoming feel for patrons, as well as open up the possibility of a self-check station and self-pickup of holds
 - Reconfigure Tech Services for better workflow and storage
- Community Engagement and Outreach
 - Work with current partners to build programming or provide collaborative programming
 - Take the library to the community to reach those who aren't coming to the library building itself
 - Continue and build upon current school outreach
 - Seek new community partnerships
 - Work with other village departments to provide services that are feasible if we're able to pool resources and talent
- Programming
 - Increase the level of adult programming to make it attractive to a wide range of users
 - Focus on programming that encourages communication and socializing, rather than listening to a speaker or watching a movie (although these are good, too!)
 - Create programming with community partners that will also provide bridges between different age groups and help foster relationships throughout the community.
 - Collaborate with our neighboring libraries on programming and services. We share many users and should be encouraging literacy and lifelong learning regardless of which library people are choosing to use (or if they use multiple libraries)
- Long-Term Goals
 - Library expansion
 - More study/meeting rooms
 - Larger YA area
 - Low shelving in the children's area
 - More shelving in adult collection (especially for DVDs and special collections)
 - Dedicated outdoor library programming space (if pool moves and we lose current access to shelter/playground)