

Rosemary Garfoot Public Library Board Meeting Agenda

Tuesday, October 17, 2023 at 5:15pm
2107 Julius Street, Cross Plains, WI 53528

This meeting will be held in-person, but is also available via Zoom. To join remotely, use the meeting link below:

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 9/19/2023 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. Covid-19 paid leave policy (discussion and action)
 2. 2024-2029 Long Range Plan (discussion)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Adjournment:** The next board meeting will be held on Tuesday, November 21, 2023 at 5:15pm

Posting _____ *Elizabeth Clauss*

Trustees: *If you cannot attend this meeting, please notify the library by 4 p.m. on 10/13/2023*

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, September 19, 2023**

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

Call to Order: Wankerl called the meeting to order at 5:16
Public Comment: None

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

- Remove former board member Mary Mercus from Aug notes.
- Wagoner motioned to approve the minutes. Nicole seconded. Motion carried.

Treasurer’s Report: Bayless suggested adding amounts to Board Packet
 The cash management account reported at \$49,232.76
 The Public account reported at \$40,981.11
 Revenues to the Village reported at \$217.95
 Endowment reported at N/A - Elizabeth will look into that obtaining that communication

Approval of Bills

action item: Bayless motioned to approve the bills. Borchardt seconded. Motion Carried.

Reports:

Director’s Report –

	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)	-	-
---------------------	-------------------------------	---	-----------	---	---

- Catherine had success with the end of summer pool party for reading party.
- 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.
- Quotes for pulling weeds & pulling non-native. Second quote for replanting. One time deed and rely on volunteers. Good Oak. Spring Work.
- Light switches in community room - one doesn't work at all and only can turn/off with breaker. An election came out to fix. LED quote to replace florescent tubes - that could save on electricity bill and be more eco-friendly.

President's Report:

None

Village Update:

None

Old Business:

None

New Business:

- Board vacancy (discussion) - Board ideas? Town of Berry Rep. Sarah can reach out to fire board.
- Holiday hours for December/January (discussion and action) - Christmas eve/ New year (proposed closure 23, 24, 25 and 30, 31, 1 due to weekends & staff travel plans)
 - Borchardt made a motion that the library will be closed December 23, 24, 25 and 30, 31, & Jan. 1. Denise seconded.
- DCLS Resolution (discussion and action) - needs Jenn's signature

- Change in the standards, need 50% of the municipalities to change Wi-fi access, self check-out, reduce total internet access to ⅓. Updating guidelines. Wagoner makes a motion to approve the changes in standards put forth by the DCLS. Schaefer seconded.
- Comments: Positive changes when the community needs come first.
- Emergency Closing Procedure policy (discussion and action) - Staff still gets paid if library closes for an emergency
 - Bayless makes a motion to change the wording for emergency closure procedures. Borchardt seconded.
- Landscaping quotes (discussion) - continue discussion next meeting when both quotes are in.
- 2024-2029 Long Range Plan (discussion) - add self check-out to Building > reconfigure circulation desk. Cork flooring needing to be replaced. Outreach - bring library to the community via daycares, playgroups, NW Senior community, etc.

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

- Resolution of DCLS (see New Business)

Next meeting is Tuesday, October 17, 2023 at 5:15pm

Adjournment: Bayless motioned to adjourn the meeting at 5:58 p.m. Schaefer Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2023 September Invoices for Board Approval				2023 September Revenues remitted to the Village		
				46710	General Revenue	25.3
Category	Date	Vendor	Amount			
Audiovisual				45190	Other Law and Ordinance Violations	0
	9/2/2023	Amazon	49.88			
	9/5/2023	Midwest Tape	112.2	48200	Rent	0
	9/12/2023	Midwest Tape	26.98	Total Revenues to the Village		25.3
	10/1/2023	Amazon	51.81			
Books				2023 September Revenues for Library		
	9/8/2023	Baker & Taylor	353.49		Donations	21.85
	9/15/2023	Junior Library Guild	224			
	9/18/2023	Baker & Taylor	438		Misc. Donations/Revenue	45
	9/22/2023	Baker & Taylor	437.03	Total Donations		66.85
	9/26/2023	Baker & Taylor	373.79			
	9/28/2023	Baker & Taylor	574.38			
	10/1/2023	Amazon	24.88			
Communication						
	9/1/2023	TDS	373.05			
Equipment						
	9/11/2023	Rhyme	76.43			
	9/15/2023	HJ Pertzborn (annual inspect	410			
Meetings						
	9/14/2023	Mileage to WAU (KM)	8.52			
	9/14/2023	Mileage to BLV and MID (EC)	42.57			
	9/21/2023	WLA Membership/Registrati	355.26			
	9/21/2023	WLA Registration-Kelly	229			
Postage						
	8/11/2023	Visa--USPS	4.43			
Programming						
	8/14/2023	Visa--Books4Schools	185.97			
	9/7/2023	Amazon-Storywalk books	40.56			
Subscriptions						
	9/22/2023	Times Tribune-2 yr subscript	96			
Supplies						
	8/2/2023	Visa--Ace Hardware	14.98			
	8/31/2023	Demco	202.96			
	9/10/2023	Amazon-label printer, suppli	134.25			
	9/20/2023	Amazon-office supplies, tone	175.03			
Support Services						
	8/31/2023	Maintenance Services	649.12			
Utilities						
	9/11/2023	CSP W/S	180.99			
	9/15/2023	MG&E	1632.2			
	October	TDS	373.05			
Library Checkbook						
	9/28/2023	MAMGA Reimbursement for	164.9			
		TOTAL	7965.83			

Director's Report – October 2023

	September 2023	YTD	September 2022	YTD 2022	% change in YTD
Checkouts	4451	41332	4668	44938	-8.02%
Holds Placed	1570	14131	1523	14725	-4.03%
Holds Filled	1264	-	1248	-	-
Children's Program Attendance	140	-	68	-	-
Adult Program Attendance	7	-	-	-	-
Passive Programming (makerspace)	88	-	-	-	-

- Some great feedback for Catherine from one of our Storytime caregivers this summer:
 "I really cannot thank you enough for making our Thursdays so special for over a year! ...so many great, high quality experiences hearing stories, participating in activities, and spending time with peers. We are also so grateful for all the special programs and special summer events you arranged. Your contributions to the children and families of Cross Plains are HUGE. What a difference your work makes, every day! We are also thankful to the library directors who support this important work of providing vital programs for children."
- I (finally) updated my notary address so the library is now offering notarizing services for our community.
- We're partnering with the Mazomanie Community Food Pantry to provide a little free pantry near our side entrance. They will supply the food and library staff will handle restocking/letting them know when we need more food.
- Another year of the Halloween Display is successfully in progress. The library will be hosting trick-or-treating on Halloween in conjunction with the display, as well as hosting a few pumpkin decorating events that kids can decorate a pumpkin and see it as part of the display.
- We're partnering with the High School's Transitional Program to provide volunteer opportunities/training for students in that program. We'll have 1-2 volunteers every week working on a variety of tasks.
- We're doing staff CPR certification on the 19th; all staff members will be certified after that training. Thanks to Joe with Public Facilities for doing the training.
- We've had a few recent discussions with patrons lately regarding concerns about topics or type of books in the library collection. No requests for reconsideration have been submitted however.

COVID-19 Paid Leave Policy

The COVID-19 Paid Leave Policy provides all employees, both full-time and part-time, with up to ten (10) calendar days of paid time off in addition to earned paid vacation and sick leave. This policy is **effective October 18, 2023 through April 18, 2023**. It may be extended if deemed necessary by the Library Director and Library Board of Trustees.

COVID-19 Paid Leave is provided for:

- Employees who have a confirmed case of COVID-19 and who are quarantining for the first 5 days of illness, per current Center for Disease Control and Prevention (CDC) guidelines.
- Employees who are caring for their minor child(ren) as a result of their child(ren)'s own confirmed case(s) of COVID-19 or due to school and/or place of care closures (including the unavailability of a child care provider) as a result of COVID-19.

Employees will receive:

- Up to ten (10) calendar days of paid leave. Part-time employees will receive pay equal to the hours they were scheduled to work on the days they qualify for COVID-19 Paid Leave.
- Paid leave may be split up throughout the year if employee has more than one confirmed case of COVID-19, and/or is caring for their minor child(ren) with a confirmed case of COVID-19, and/or a school or place of care closure due to COVID-19.
- Any additional COVID-19 Paid Leave beyond ten (10) days may be granted at the discretion of the library director on a case-by-case basis.

Employees who have COVID-19 absences in excess of approved COVID-19 Paid Leave

If employees are not able to return to work after ten (10) consecutive calendar days, any available vacation, sick, or personal time accruals may be used to compensate employees for their additional time off.

Procedure for Returning To Work Following Use of COVID-19 Paid Leave

If an employee has tested positive for COVID-19:

- Employee may return to work after 5 days of quarantine as long as symptoms have improved and employee is fever-free. Employee must wear a mask while at work on days 6-10 of their illness.
- Once the employee is past day 10 of their illness, they may resume working without a mask if they so desire. No negative test is required.

If an employee was taking leave to care for their minor child(ren), they may return to work as long as they are feeling well, without any masking requirements or proof of a negative test.