

Rosemary Garfoot Public Library Board Meeting Agenda

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

This meeting will be held 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 11/28/2023 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. Support Staff Appreciation (discussion and possible action)
 2. Budget Amendments (discussion and possible action)
- IX. **South Central Library System and/or Dane County Library Service Update**
- X. **Future Agenda Items**
- XI. **Adjournment:** The next board meeting will be held on Tuesday, January 16 at 5:15pm

Posting at Rosemary Garfoot Public Library on December 13, 2023 by Elizabeth Clauss

Trustees: If you cannot attend this meeting, please notify the library by 4 p.m. on 12/15/2023

**Rosemary Garfoot Public Library Board Meeting Minutes
Tuesday, November 28, 2023**

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

Call to Order: Wankerl called the meeting to order at 5:20
Public Comment: None

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

- Wagoner made a motion to approve the minutes. Wankerl seconded. Motion carried.

Treasurer’s Report:

The cash management “money market” account reported at \$49614.47
 The Public “checking” account reported at \$41,478.06
 Revenues to the Village reported at \$383.95
 Endowment reported at \$130,383.64

Approval of Bills

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

Reports:

Director’s Report — November 2023

	October 2023	YTD	October 2022	YTD 2022	% change in YTD
Checkouts	4615	45947	4330	49268	-6.74%
Holds Placed	1841	15972	1422	16147	-1.08%
Holds Filled	1566	-	1193	-	-
Children’s Program Attendance	461	-	73	-	-
Adult Program Attendance	10	-	-	-	-
Passive Programming	177 (makerspace+ Driftless Passport)	-	54 (Driftless Passports)	-	-

- We had 241 trick-or-treaters come to the library for a book and a little goodie bag...and would’ve had more had we not run out of giveaways at 6:00. Huge thanks to staff for handling our treats, and to all the community members that make the Halloween Display and event possible.
- An Overdose Awareness Kit was installed this month near our side entrance. Similar to our food pantry shelves, this location helps provide a judgement free area for folks to find the services or help they may need. Our pantry has been getting used, so I’m very glad we’re able to provide this service. We’ll have Narcan training in January.
- Catherine and Kelly both attended a day of WLA and found it helpful. See their recaps and takeaways below:

Kelly’s Recap:

Marketing through instagram/facebook/reels: This was a cool session about marketing what's going on at your library on social media. It covered general best practices for posting things, but also dove into ways that libraries can stay on top of stuff that’s trending online and try to tie that into programs or services we already offer, or just make connections with patrons online to try to get them in the door later. One of the biggest takeaways is that we should probably be on Instagram (once I can figure out how to recover that account) just because that's where people are moving to.

Passive Programming: This was probably the least exciting session I went to, but it talked about ideas for passive programming and interactive displays—something to keep in mind and maybe think about setting up when the art auction comes down in a month.

Book clubs: This was another cool session that basically went over anything and everything related to starting/running/keeping a book club going. Pretty helpful for general tips on keeping a discussion going during the club and gave me some ideas for trying to bring new members in or starting a new, themed book club that will bring in a different demographic of patrons.

Catherine's Recap:

I attended 2 breakout sessions at the conference.

The first was offered by PBS Wisconsin and included a panel of librarians who have used their programming services. I learned of several options I will be looking into further for ways of incorporating PBS "Playful Learning" programs to our offerings for youth. We can either do standalone programs based on PBS programs and characters (or not), or we can incorporate some of their ideas into programs we already offer like story times or book clubs. I look forward to exploring and trying out some of their ideas.

The second session I attended was with our representative from Beanstack. This company has grown and added many programs we could add to our literacy programs. We will be adding a Winter Reading program at the start of 2024, and we can include our online Beanstack account as a compliment or co-program with whatever else we choose to do. They also have a template for creating BINGO-style game cards to use for reading programs, which may be a perfect fit for us.

Thanks for this opportunity for professional development!

- The Friends' Art Auction is underway; bidding has been very active and the auction closes on December 2.

President's Report:

None

Village Update: Borchardt

- Village approving rest of budget on Tuesday 5th at 6pm - extended due to Village employee wage debates
- Tree Lighting this weekend
- December Board meeting date changed to December 11 (instead of 12/25)
- Looking for new people to join village board, interested people can get signatures and submit by 1/2/2024

Old Business: N/A

New Business:

- DCLS Services - Extension of Library Service Agreement-Baylis made a motion to approve the minutes. Borchardt seconded. Motion carried. Clauss will send document to Wankerl to sign.
- Paid Sick Leave Policy - how much leeway needed for appointments when already part-time? Try out the revision of the policy and revisit if a concern arises. Baylis made a motion to approve the updated Paid Sick Leave Policy. Borchardt seconded. Motion carried.
- Landscape Quotes - Quercus & Good Oak were only two companies who called back. Liked Quercus better because they have a more itemized list so we could pick and choose which parts we want them to take care of (cleaning up especially).
 - Perhaps volunteers to help with plug planting, what native plants are they planning on planting. Increased variety would be nice.
 - Plan to start in Spring. Schedule a controlled burn. Herbicides not very "green", but LEADS allows limited use. Some of the plants are not able to be removed without herbicides.

- Where could this \$ come from: Checking - best budget to take it from, prefer to use Endowment budget towards programming.
- Jennifer made a motion to approve the Quercus company to do the landscaping. Bid starting in the Spring finishing in the fall and pursuing volunteering to help with the plugs. Borchardt seconded.
 - Discussion: How much total (\$300 per visit - one in July and one in August) put a cap on it? Approve up to \$6,400
- Baylis made a motion to approve the Quercus company to do the landscaping from the Checking account. Work starting in the Spring and finishing in the Fall and pursuing volunteering to help with the plugs with a cap of \$6,400. Borchardt seconded. Motion Passed.
- HVAC - 1901 found a few problems, most things we could wait on, but the heat stopped working yesterday - software issue, so should be fine for now.
 - Supply fan motor next year. ⅔ of maintenance budget for the year.
 - Humidifier - water level sensor & Boiler screen
 - Robin Graves works in HVAC field. Contact “Focus on energy” part of the National Department of Energy. They work with MG&E and might help offset costs. Subsidies for opting for more energy efficient motor than 1901 quoted and they’ll help cover the difference. Ask 1901 if tax credit available. Clauss will follow up.
- Library Hours -January 18th Late Start (noon) for staff training. NW Dane & Chief Tony - deescalation training. Wagoner made a motion to approve the late start on January 18th, opening by noon for library staff training. Baylis seconded. Motion carried.

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

- N/A

Next meeting is Tuesday, December 19, 2023 at 5:15pm (via Zoom).

Future Agenda Item:

Elizabeth requested use of petty cash to give a gift-card (non-taxed) to cleaning staff (one person).

Adjournment: Borchardt motioned to adjourn the meeting at 6:05 p.m. Baylis Seconded. Motion carried.

Respectfully Submitted by
Erica Wagoner

2023 November Invoices for Board Approval			
Category	Date	Vendor	Amount
Audiovisual			
	10/23/2023	Midwest Tape	
	10/31/2023	Midwest Tape	142.44
	11/4/2023	Amazon	37.92
	11/5/2023	Amazon	12.59
	11/7/2023	Midwest Tape	104.2
	11/13/2023	Midwest Tape	70.97
	11/16/2023	Visa-Amazon	37.98
	11/20/2023	Visa-Amazon	39.92
	11/27/2023	Midwest Tape	204.66
	11/27/2023	Midwest Tape	14.99
Books			
	11/3/2023	Baker & Taylor	976.3
	11/8/2023	Baker & Taylor	711.03
	11/17/2023	Penworthy	1154.89
	11/26/2023	Amazon	14.99
	11/29/2023	Baker & Taylor	394.65
	11/30/2023	Baker & Taylor	654.95
	11/30/2023	Amazon	15.49
	12/4/2023	Penworthy (Return Credit)	-52.38
Communication			
	11/16/2023	TDS	375.29
Equipment			
	11/10/2023	Rhyme	76.43
Maintenance			
	11/11/2023	1901, Inc	2791.02
	11/17/2023	Westphal (Comm. Room lights)	542
Meetings			
	11/27/2023	Mileage--Pinney, Dells, SCLS (EC)	81.22
	12/1/2023	WLA-YSS Performers Showcase	20
Misc.			
	11/29/2023	Nate Glynn	100
Periodicals			
	11/13/2023	Orion-2yr subscription	66
Postage			

	11/30/2023	Visa-USPS	4.67
Programming			
	10/31/2023	Skot Riefer (D&D teen program series)	675
Supplies			
	10/31/2023	Maintenance Services	62.85
	11/3/2023	Amazon (Visa)	50.28
	11/10/2023	Amazon (Visa)	425.23
Support Services			
	10/31/2023	Maintenance Services	649.12
Utilities			
	11/15/2023	MG&E	1332.61
	11/15/2023	CP W/S	184.42
Library Checkbook/Petty Cash			
	11/8/2023	Line Dancing Instructor	150
		TOTAL	12121.73

2023 November Revenues remitted to the Village		
46710	General Revenue	39
45190	Other Law and Ordinance Violations	80.92
48200	Rent	0
Total Revenues to the Village		119.92
2023 November Revenues for Library		
	Copy Donations	53.75
	Misc. Donations/Revenue	256.25
Total Donations/Misc. Revenue		310

Director’s Report – December 2023

	November 2023	YTD	November 2022	YTD 2022	% change in YTD
Checkouts	4570	50517	4124	53392	-5.38%
Holds Placed	1898	17870	1788	17935	-.36%
Holds Filled	1494	-	1393	-	-
Children’s Program Attendance	105	-		-	-
Adult Program Attendance	23	-	-	-	-
Passive Programming	76	-		-	-

- I attended the DPI New Director Bootcamp in November. It was a two-day conference that covered some basics of administration, as well as some deeper dives into book challenges, hiring, and more.
- A quiet month at the library as we take a break from our regular storytimes. We’re offering a weekly drop in coffee/play date program for caregivers and toddlers on Thursday to help keep folks in the habit of coming to the library on Thursdays until storytime resumes, and to provide a sense of community that many of those who come to our programs look forward to.
- We’re offering a Narcan training on January 18 that will be open to the public and staff will also be taking part.
- We welcome a new board member, Amy Kurka, who will serve as our school representative.