

## Rosemary Garfoot Public Library Board Meeting Minutes Tuesday, July 19, 2022

**Present:** Jane Varda, Jennifer Wankerl, , Mary Mirkes, , Denise Baylis. **Absent:** Andy Hartman, Jennifer FitzRandolph, Erica Wagoner  
**Also present:** Pam Bosben

1. **Call to Order:** Varda called the meeting to order at 5:15 p.m.
2. **Public Comment:** None
3. **Approval of Minutes from June 21 , 2022 meeting (action item):**  
Mirkes motioned to approve the minutes. Baylis seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,698.54. The Public account reported at \$46,715.77. Revenues to the Village reported at \$117,369.90. This included Dane Country Reimbursement to the library for past services rendered.
5. **Approval of Bills (action item):** Baylis motioned to approve the bills. Baylis seconded. Motion Carried.
6. **Reports:**
  - **Director's Report:**
  - 1901 completed the work on the malfunctioning equipment on the southwest side of the building.
  - Pertzborn Plumbing conducted the quarterly fire sprinkler and alarm inspection. Everything is good.
  - I met with Lisa Renier-Thomas, director of the George Culver Public Library in Sauk City. She was interested in hearing about how we built our environmental collections, and she also viewed the collections.
  - Summer Library Program is zipping along. We continue to have excellent crowds at the storytime sessions and the 6-week Music with Corey program for pre-schoolers. Other programs that were attended with great acclaim from the audiences, were: Fox & Branch – Folk Music, Chris Gavin-Black Earth Creek workshop, Skot Rieffer – Dungeons and Dragons workshop: Johanna Gorman-Baer – Under Water Adventures workshop, Elmore Lawson's Drum Circle, and Anne Moser – Shipwrecks of the Great Lakes. Along with these excellent programs, we continue to conduct MakerSpaces around the library. These are extremely popular.
  - Paul Davis Construction was to complete interior work last week, but an unexpected sprinkler blow-out at a Madison furniture business, put our job on-hold.
  - Due to a snafu with Wisconsin Retirement, one of our part-time staff member's hours had to be reduced. In 2023, some of hours will be reinstated, however, due to the WRS cap, not all the hours can be added back. I plan on adding two of the hours to the open circulation manager position.
  - Some of the cushions on library furniture were re-upholstered. Though old fabrics couldn't be matched. The company, Transformations, did a great job supplying sample swatches to help in selection of new, seat covers.
- President's Report:** None
- Village Update:** None
7. **Old Business:**
  - a. 2023 Budget. Submission date for draft budgets is August 15th. Bosben will submit the library draft budget upon approval by the Library Board at the August 16<sup>th</sup> meeting. Village

president directed budgets not to exceed a 2% increase. Wages and benefits were separated from the rest of the budget, so the library will only receive a \$2862 increase. Technology/ILS fees will increase as well as digital collection fees. Delivery fees will also increase. The village will increase the total employee wage/benefit dollars by 3%, but no plan yet on how increases will be distributed. Bosben again pointed out the critical need for a significant increase in part-time wages to be competitive in securing employees and retaining them. Also necessary to increase FT subordinate salaries, which lag behind other village employee salaries. Mirkes asked if funding other than operating funds could be used. Not a possibility as it would be unsustainable.

**8. New Business:**

**a. Capital Budget Request:** Bosben presented the Capital Budget Request for replacement of the AX JACE with a new 8025 N4 JACE. The current equipment and software will no longer be supported in 2023. This equipment and software manages the HVAC system. Cost including an adjustment for inflation is \$6750. Mirkes motioned to approve the Capital Budget Request as presented. Varda seconded. Motion passed.

**9. South Central Library System and/or Dane County Library Service Update:** Dane County Directors met. Delivery fees will be increasing in 2023. These fees are currently deducted from the library's Dane County Reimbursement. 2023 reimbursement will remain at the 2023 rate as part of initial COVID impact plan.

**10.** Next meeting is August 16, 2022.

**11. Adjournment:** Varda motioned to adjourn the meeting at 6:55 p.m. Mirkes seconded. Motion carried.