

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, January 21, 2020**

**Present:** Jane Varda, Carolyn Abbott, Mary Mirkes, Erica Wagoner, Jennifer FitzRandolph

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:21 pm.
2. **Public Comment:** None
3. **Approval of Minutes from December 2019 meeting (action item):**
  - a. Motion made by Mirkes to approve December 2019 Board minutes. Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,446.15. The General account reported at \$38,584.71. Revenues to the Village reported \$170.15. Endowment as of November 30, 2019 reported at \$125,647.52.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Wagoner seconded. Motion carried.
6. **Director's Report:**
  - a. Library Director, Bosben, is in the early stages of gathering information for the DPI annual report which will be perused and approved at the February meeting.
  - b. RGPL is looking into holding a candidate's forum for the local election. A forum is contingent upon finding a moderator. RGPL has asked a few people but they have declined. If a forum is held, it will be on March 10<sup>th</sup> or 11<sup>th</sup> at 5:30 p.m.
  - c. The American Library Association and Wisconsin Department of Public Instruction have provided materials on how public libraries can assist with the 2020 Census. It's anticipated that 90% of the forms will be completed on-line. RGPL will tout the libraries secure computers so people without Internet access, will know they have a safe way to complete the on-line form. RGPL is currently running information on its website banner.
  - d. Public Facilities staff will be replacing lights in the high ceiling fixtures this year with LED lights. There are two fixtures with ballast issues. Rather than using scaffolding as was done the last time, staff would prefer to bring in a lift. There is a mullion between the doors that needs to be removed for this to happen. When the mullion was installed, RGPL was not provided with a key for removal. Wauna-Key Locksmith replaced the locking cylinder, and gave RGPL a very generous break on the cost.
  - e. Staff have engaged in a significant shift of the adult non-fiction collection.
  - f. Jane Busch wrote a book entitled *Cross Plains Remembers*. She gave the library two boxes to sell as a \$15 donation per book with all proceeds going to the library.
  - g. The Village of Cross Plains celebrates its centennial in December. RGPL has begun running history snippets on Facebook using Cross Plains-Berry Historical Society photos and information.
7. **Old Business**

**Biblioovation Migration Update:**

  - a. The new ILS system is live as of Dec. 9. Most functionality is in place with more "bugs" being worked out. SCLS is prioritizing the fixes that need to be made.
8. **New Business**

***Inclusive Services Assessment and Guide for Wisconsin Public Libraries***

  - a. RGPL has reviewed and revised its personnel manual to ensure gender neutrality using the *Inclusive Services Assessment and Guide* as reference.

9. **SCLS/DCLS/WPLA Updates:** None

10. **The next meeting is Tuesday, February 18 at 5:15pm.**

11. **Adjournment:** Mirkes moved and Varda seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:12 pm.

Respectfully submitted by C. Abbott