

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, October 19, 2021

Present: Michael Pomykalski, Carolyn Abbott, Erica Wagoner, Diane Kalscheur, Mary Mirkes, Jane Varda
Also present: Pam Bosben

1. **Call to Order:** Kalscheur called the meeting to order at 5:15 pm.
2. **Public Comment:** None
3. **Approval of Minutes from August 2021 meeting (action item):**
Varda motioned to approve the August 2021 minutes and Pomykalski seconded. Motion carried.
Approval of Minutes from September 2021 meeting (action item):
Abbott motioned to approve the September 2021 minutes and Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management reported \$47, 673.32. The General account reported at \$40,664.26. Revenues to the Village reported at \$34.45.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Reports:**
Director's Report:
 - a) The installation of the new library roof had significant failures beginning October 7 when water began pouring into the technical services room, storytime room, and youth services librarian's office. The head of the roofing company, contracted by the village, was to bring an inspector to the library to assess the damage on October 9. No one showed. That morning, Bosben put in an urgent request to the village administrator for a company to remediate the moisture and humidity in the building. On October 11, rain breached the library ceilings and the walls/windows along the north side of the building. Other areas in the library were also affected. The roofing contractor arrived in the afternoon and hired ServiceMaster to remediate the water/rain damage. They arrived that afternoon and set to work. They are still working on the issues. The roofers returned to address the leakage. On October 12, rain again breached the building along the north wall of the library and poured down through the ceiling in the meeting room. Sky could be seen through the openings in the ceiling. ServiceMaster contacted the roofing company to request immediate tarping of the exposed areas. Two roofers came and put down tar paper. ServiceMaster has removed a significant amount of insulation from ceilings and walls. Some drywall and woodwork has also been removed to aid in the drying process. Shingles are now installed, however, there are about two weeks of work left on the roof installation. Most work must be completed before winter weather sets-in. Next steps will involve repairs and work that must be done inside the library.
 - b) The library celebrated Banned Books Week with a display of challenged and banned books with emphasis on critical race theory books banned in numerous schools around the country.
 - c) Bosben and Baer participated in *Library Journal's* "Equity in Action" workshop.
 - d) Bosben and Pauline Brunner, archivist for the Cross Plains-Berry Historical Society, met to begin next steps in the digitization project. Historical Society slides have been downloaded and will eventually be uploaded to the Reminisce Wisconsin website once the subjects in the slides are identified.
 - e) Interviews are being conducted this week for the circulation supervisor position.

President's Report:

- a. None

Village Update:

- b. The Village has scheduled a “no mow” month for May 2022. RGPL can participate.

7. Old Business: 2022 Budget Update

- a. Revised supplemental salary requests were denied.

8. New Business: Personnel Manual updates (action item):

- a. Mirkes motioned to approve amendments and additions to the Personnel Manual and Wagoner seconded. Motion carried.

9. SCLS/DCLS/WPLA Updates:

- a. **SCLS:** Bosben provided update regarding flooding.

10. The next meeting is Tuesday, November 16, 2021 at 5:15pm.

11. Adjournment: Wagoner moved and Varda seconded to adjourn meeting. Motion carried and meeting adjourned at 6:15 pm.

Respectfully submitted by C. Abbott