

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, October 20, 2020**

**Present:** Jane Varda, Carolyn Abbott, Mary Mirkes, Bill Brosius, Erica Wagoner, Diane Kalscheur, Jennifer FitzRandolph

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:16 pm.
2. **Public Comment:** None
3. **Approval of Minutes from September 2020 meeting (action item):**
  - a. Motion made by Mirkes to approve September 2020 Board minutes. Kalscheur seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,647.84. The General account reported at \$43,365.47. Revenues to the Village reported at \$22.85.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Wagoner seconded. Motion carried.
6. **Reports:**

**Director's Report:**

  - a. RGPL have begun advertising the library assistant job openings. A few applications have come in to-date.
  - b. Banned Books Week was September 27 through October 3. Baer and Bosben recorded short videos highlighting selected banned or censored books. Videos were posted on Facebook throughout the week.
  - c. Loman and Bosben participated in the annual SCLS Tech. Days. Webinars covered everything from social media marketing to what's new in technology.
  - d. Baer, Bosben, and Loman took advantage of an online conference offered through the Association of Rural and Small Libraries. This national conference had a broad array of offerings for all areas of library service.
  - e. If you visit the RGPL library, you will see our first Story Walk. Story Walk is a fun way to highlight authors and illustrators of picturebooks. The book pages are placed on frames that are set-up on the library grounds. Visitors can follow the Story Walk path and enjoy the tale.
  - f. The Nature Scout backpacks are finally ready and are being scooped up by kids and families.
  - g. The Ice Age Trail Alliance is presenting the library with an "Explorer Backpack" a hiking pack with everything needed to interact with & learn about Wisconsin's flora and fauna while hiking the Ice Age National Scenic Trail! Families will be invited to check out the backpack. Amy from the Ice Age Trail Alliance will present it to the library along with the Ice Age Trail mascot "Monty" the Mammoth.
  - h. The Village of Cross Plains has a Sustainability Committee that is exploring the possibility of putting solar panels on the library. The committee is exploring grant options and are aware that the new roof will need to be part of the process.
  - i. SCLS directors had a recent "check-in" to see how everyone is navigating through COVID-19. There are still a number of libraries that have little or no inside access to

collections. There is concern about the intensification of the pandemic and how libraries will respond if the virus continues an upward spiral.

- j. Adult programming librarians had a recent “check-in” to connect on the new trend of on-line programming. The discussion included concerns, issues and programming ideas.

**President’s Report:**

- k. Halloween trick-or-treating is being discouraged for everyone’s safety.
- l. The reading “Story Walk” is excellent; it’s a fun, creative scavenger hunt.

**Village Update:**

- m. Village Board will approve 2020-2021 budget on 10/26/20.
- n. Three new subdivisions are being planned which will eventually increase library usage.

- 7. **Closed Session (action item):** The Library Board met in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding merit pay for part-time staff.

- a. After the closed-session ended, Brosius made a motion to spend \$1,500 from the Fund Balance to provide the three part-time library employees with a one-time monetary merit recognition of \$500 each. During the current unprecedented pandemic, COVID-19, the three part-time employees are essential front-line workers doing a great job serving the public while helping keep everyone safe. Mirkes seconded. Trustee votes: Abbott – yes, Brosius – yes, FitzRandolph – yes, Kalscheur – yes, Mirkes – yes, Varda – yes, Wagoner – yes. Motion carried.

**8. Old Business: 2021 Budget**

- a. RGPL 2021 Operating Budget presented at Village Board September meeting. There were no questions on the library budget.
- b. COVID-19 Update: The recent surge in cases in WI and Dane County necessitate vigilance. Level of patron service will be reviewed and modified as needed. Curbside pick-up service and 45-minute scheduled computer usage continues.

**9. New Business: None**

**10. SCLS/DCLS/WPLA Updates:**

- a. SCLS All Directors Meeting: Director’s had a virtual check-in. Discussion took place regarding the number of hours to quarantine books. RGPL will quarantine books dropped off at RGPL for 96 hours. Books delivered to RGPL via SCLS bin delivery will be quarantined for 72 hours.

- 11. **The next meeting is Tuesday, November 10 at 5:15pm.** This is scheduled one week earlier than usual due to several planned trustee absences.

- 12. **Adjournment:** Kalscheur moved and Wagoner seconded to adjourn meeting. Motion carried, and meeting adjourned at 5:54 pm.

Respectfully submitted by C. Abbott