

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, November 10, 2020

Present: Jane Varda, Carolyn Abbott, Mary Mirkes, Bill Brosius, Erica Wagoner, 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 October 2020 meeting (action item):**
 - a. Motion made by Mirkes to approve October 2020 Board minutes. Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management account not available due to earlier meeting this month. The General account reported at \$43,365.47. Revenues to the Village reported at \$63.09. Endowment reported at \$126,701.34
5. **Approval of Bills (action item):** Brosius motioned to approve the bills and Mirkes seconded. Motion carried.
6. **Reports:**

Director's Report:

 - a. The outside front doors required repairs. The crash bars would not eject so the building could not be secured. A chain and u-bolt mechanism were attached outside at closing and the police were notified so they could increase monitoring of the building. Bosben managed to get the door to work but did have a door repair company check it out and make appropriate repairs the next day.
 - b. The election went well. The first hour or so, lines extended past the building. The rest of the day was steady up until around 6 p.m. The EMS sanitized the facility the next morning.
 - c. 1901 conducted routine HVAC maintenance the day after the election so all filters could be replaced. Motors in both boilers required replacement.
 - d. The Halloween goody bags RGPL provided the week of Halloween, were a big hit. Goodies included stickers, bubbles, glow sticks, Halloween stampers and a little candy.
 - e. Bosben is currently interviewing candidates for the two open library assistant positions.
 - f. There was an incident a couple of weeks ago where a patron tripped on one of the outside door blocks and fell. An employee saw the individual on the ground and went to help. The patron was able to walk and come inside to pick-up materials. A report was written and submitted to the village. The individual left a message that they might have to visit a chiropractor. The village insurance agent is handling the specifics.
 - g. Our library was one of a group of libraries that presented a Zoom program by Colossal Fossil. Half of the attendees were from our library. The program was well-received.
 - h. Staff will be trained on how to use Zoho Assist. Zoho Assist will allow staff to remote into a patron- use PC to provide help if needed. The South Central Library System is providing this product for a year to help staff during the pandemic.
 - i. The police department will be doing the next round of Library bedtime stories which will be hosted on the Library's Facebook page. RGPL provided a nice selection of books and equipment to help them record their stories.

President's Report:

- a. Voting lines long but well organized.

Village Update:

- b. The number of absentee election ballots was up versus previous years' totals.

7. Old Business: 2021 Budget

- a. RGPL 2021 Operating Budget:** The budget is expected to be approved at the November 23 village meeting.
- b. COVID-19 Update:** The recent surge in cases in WI and Dane County necessitates vigilance. The level of patron service will be continually reviewed and modified as needed. Curbside pick-up service and 45-minute scheduled computer usage continues by appointment. Ten patrons maximum will be able to be in the library at any one time.

8. New Business:

- a. Approval of Holiday Bonuses (Action Item):** A discussion occurred regarding the annual bonuses for library staff. Mirkes made a motion to approve \$1300 to spend on year-end bonuses. Varda seconded, and the motion carried.

9. SCLS/DCLS/WPLA Updates:

- a. SCLS All Directors Check-in 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.

10. The next meeting is Tuesday, December 15 at 5:15pm.

- 11. Adjournment:** Varda moved and Wagoner seconded to adjourn meeting. Motion carried, and meeting adjourned at 5:56 pm.

Respectfully submitted by C. Abbott