

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, December 15, 2020

Present: Jane Varda, Carolyn Abbott, Mary Mirkes, Bill Brosius, Jennifer FitzRandolph, Diane Kalscheur
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 November 2020 meeting (action item):**
 - a. Motion made by Mirkes to approve November 2020 Board minutes. Varda seconded.
Motion carried.
4. **Treasurer's Report:** The cash management account reported as \$41,980.98. The General account reported at \$40,680.98. Revenues to the Village reported at \$54.10.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Kalscheur seconded.
Motion carried.
6. **Reports:**

Director's Report:

 - a) RGPL has had some great programs on Zoom. Recent performers have allowed multiple libraries to co-host programs, subsequently resulting in reduced rates. Colossal Fossil provided a three-part program and Duke Otherwise (a past popular performer) provided a fun and quirky take on *A Christmas Carol*. He called the program *Ebenezer Duke*. After bringing back another hugely popular, multi-part Dungeons and Dragons program, RGPL is considering offering another in the new-year. Participants have been asking for another round. Our children's librarian has a friend in California who is a trapeze artist. She graciously provided a wonderful story for our viewers. She demonstrated her trapeze skills then shared a story with our storytime kids.
 - b) RGPL's second StoryWalk® will be installed within the week. We are highlighting a book by area author, Kevin Henkes, called *Winter is Here*. This will be a trial run on seeing how well the set-up can endure winter weather. The parks director likes the storyWalk® program idea and is interested in possibly collaborating on a storywalk installation in the nature park. The Ice Age Trail folks have also expressed interest.
 - c) Staff have put together charming winter craft kits for kids and adults. Kits are available while supplies last.
 - d) Full-time staff had a meeting to discuss how to re-invent next year's summer library program in the age of COVID-19. It's expected virtual programming will continue to be the norm. Ideas were brainstormed and we will meet in January to firm-up some programs. There will still be performers, however, more focus will be placed on S.T.E.A.M. takeaway kits.
 - e) There are issues with some outside flickering lights. Public Facilities had a lift and checked the flickering pendant lights under the front entrance portico. They had a lift available for the week which is necessary for reaching the pendants. They thought the issue was due to numerous dead insects inside the bulbs and planned to replace the bulbs. We had an electrician out to check on another issue and they weighed-in on the bulb problem. Last year Public Facilities staff replaced the compact fluorescent bulbs with L.E.D. bulbs. What was not known was that the ballasts needed to be re-wired to accommodate L.E.D. bulbs, a task that requires an electrician. The electrician will be back to re-wire the ballasts and replace the bulbs.
 - f) We have received webcams and microphone headsets for professional staff, from an IMLS (Institute of Museum and Library Services) grant. A year-long subscription to a crafting database is also part of the grant. The database will soon be available.

- g) We are finding training new staff members a bit challenging with social distancing requirements. Additional microphone headsets have been ordered for para-professional staff so they can do split screen training. Trainers will connect remotely into the circulation computers and instruct from a separate computer.
- h) One of the newly hired part-time library assistants, gave notice after one week of training. We will offer the position to another candidate. If they decline, Bosben will wait until next year to fill the vacant position.

President's Report:

- a. None

Village Update:

- b. Village budget approved.

7. Old Business: 2021 Budget

- a. **RGPL 2021 Operating Budget:** The Village Board approved the 2021 operating budget.

8. New Business:

- a. **DCLS Agreement for Extension of Library Service:** The DCLS agreement was signed by President, FitzRandolph, and Secretary, Abbott, for the extension of library service.

9. SCLS/DCLS/WPLA Updates:

- a. DCLS had a Ripple Project meeting where ideas for inclusivity and diversity were discussed.

10. The next meeting is Tuesday, January 19, 2021 at 5:15pm.

- 11. Adjournment:** Kalscheur moved and Abbott seconded to adjourn meeting. Motion carried, and meeting adjourned at 5:44 pm.

Respectfully submitted by C. Abbott

Amended 3/16/2021