

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, March 17, 2020

Present: Bill Brosius, Jennifer FitzRandolph, Diane Kalscheur, Jane Varda

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:23 pm.
2. **Public Comment:** None
3. **Approval of Minutes from the February 18, 2020 meeting (action item):**
 - a. Motion made by Kalscheur to approve February 18, 2020 Board meeting minutes. Varda seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,550.46. The Public account reported at \$38,957.47. Revenues to the Village reported at \$4944.54.
5. **Approval of Bills (action item):** Based on confirmation of emailed listing of invoices, Brosius motioned to approve the bills and Kalscheur seconded. Motion carried.
 - **Director's Report:** Department Heads have met twice to discuss impacts of COVID-19. The village administrator plans to hold meetings every-other-day as the situation unfolds. The Library has been proactive since the on-set of COVID-19 in January. Intensified cleaning, hand-washing, public education has been part of the process.
 - The Candidates' Forum was well attended. Local videographer, Jed Henry, filmed the event and uploaded it to YouTube and provided a copy to the library. It's available on the library website and Facebook page.
 - The bi-annual Public Library Association Conference had many excellent offerings. Keynote and special speakers included Shirley Abrams, Dr. Bettina Love, Haben Girma, Soledad O'Brien and Samantha Bee. I attended a number of programs on racial equity and social justice, library marketing, library programming and more. There were daily Spark Talks provided by various libraries where successful services and programming were shared in three-minute snippets.
 - Goth Plumbing was called in to repair a water issue with one of the public restrooms and to repair a soap dispenser issue in another.
 - Midwest Alarm conducted the annual smoke detector/fire inspection. Everything was good except alarms needed new batteries.
 - The Village received a substantial FEMA check. Department Heads were asked to be present for the presentation by County Executive, Joe Parisi. It was a great opportunity to re-connect with Joe and thank him for his solid support of Dane County libraries.
 - Amy Kurka has tendered her resignation.
 - Kris held a successful water color program taught by Ricki Bishop.
 - The Thursday morning movie screening of *Harriet*, was shown to a packed house. Many attendees had never heard of Harriet Tubman or didn't know her story. They were grateful for the opportunity to learn.
 - Kris and Catherine met with the owner of the Childrens' Musuem in Black Earth to seek inspiration and possible partnership programs. I was unable to accompany them due to a COVID-19 meeting.
6. **Old Business:** None

7. **New Business:**

- a. **Endowment Disbursement (action item)** - Bosben reported that the annual endowment disbursement amount is \$4754. \$2000 of the disbursement continues to be used to supplement the audiovisual account in the operating budget. Discussion ensued about possible uses of the remaining funds. Brosius moved to request the full disbursement of \$4754 and Varda seconded. Motion carried.
- b. **Fund Balance Policy (action item)** -Bosben presented a fund balance policy that solidifies the Library Board's purpose and authority pertinent to these funds held by the Village. Discussion ensued about maintaining a certain amount of minimal funds. Kalscheur motioned to table the discussion until the April Board meeting and Brosius seconded. Motion carried.
- c. **Pandemic Policy (action item)** – Bosben presented the Pandemic, Epidemic, Health Emergency Policy to the Board. Brosius motioned to approve the policy, FitzRandolph seconded. Discussion: Kalscheur recommended removing a non-essential paragraph from the document and suggested making sure language was consistent in another paragraph. Brosius motioned to approve the changes, FitzRandolph seconded. FitzRandolph brought the original motion forward for a vote. Motion passed.

8. **SCLS/DCLS Updates:** Bosben updated the Board on the number of library closings due to COVID-19. Effective Wednesday, all Dane County libraries will be closed. Some libraries, including Cross Plains, will work behind closed doors and develop along with other projects and responsibilities, creating limited services that won't adversely affect staff or the public.

9. **The next meeting is Tuesday, April 21, 2020 at 5:15pm.**

10. **Adjournment:** Kalscheur moved and Varda seconded to adjourn the meeting. Motion carried, and meeting adjourned at 6:22 p.m.