

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, April 20, 2021

Present: Michael Pamykalski, Jane Varda, Carolyn Abbott, Mary Mirkes, Erica Wagoner

Also present: Pam Bosben

1. **Call to Order:** Varda called the meeting to order at 5:16 pm.
2. **Public Comment:** None
3. **I. Approval of Minutes from February 2021 meeting (action item):**
Motion made by Mirkes to approve March 2021 Board minutes. Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management report not available yet this month. The General account reported at \$41,531.98. Revenues to the Village reported at \$28.25 which includes two cross-border reimbursements.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Mirkes seconded. Motion carried.
6. **Reports:**
Director's Report:
 - a) RGPL finished up the final Ripple Project session with a program about Social Identities. Work begins now on securing speakers and performers for programs in 2022.
 - b) The Candidate Forum went very well. Forty people attended on Zoom. There were only a few questions beyond the four prepared questions provided to the candidates before the forum.
 - c) The general election was held in the library on April 6. The library services of curbside appointments and in-house appointments went very well. Voters were careful and considerate.
 - d) A construction meeting was held to discuss the roof replacement project. The project is tentatively set to begin the week of May 3. There should be little interruption to the library other than noise. I have been in-touch with the alarm company to talk about the possibility of detectors being set-off by dust and debris from activity on the roof. A plan is in-place. We have begun announcing the project.
 - e) Pertzborn Plumbing conducted one of the quarterly sprinkler inspections. Everything is in good shape.
 - f) The village conducted fire safety checks on all village buildings. The library had no violations.
 - g) Midwest Alarm conducted the annual fire alarm and smoke detector testing. No issues were found.
 - h) Director Bosben and Assistant Director Loman attended an online webinar conducted by Ryan Dowd that covered how to handle prejudicial comments in the library.
 - i) Bosben participated in a seminar entitled "Understanding COVID-19 Vaccines". Represented on the panel was the CDC, the Smithsonian Institute science and research department, and the Association of Science and Technology Centers. The seminar was hosted by the Institute of Museums and Library Services (IMLS).
 - j) Loman held two Zoom programs. One was "Cooking with Huma". Participants were given a kit of spices and recipes so they could create the dishes at home. The other program was about Redistricting in the United States, presented by Dr. David Canon through the U.W. Madison's Badger Talks.
 - k) A fun family Takeaway Kit is currently available. It's called Spaghetti Garden. The kits include Italian herb seeds, biodegradable peat pots, tomato seeds and a packet of pasta.

- l) To celebrate Earth Month, teens and adults can pick-up a Takeaway Kit with all the parts necessary to creating beeswax wraps.
- m) Children’s librarian, Baer, will begin a teen book club next week. The new club and the existing tween book club will meet on alternating months.

President’s Report:

- a. None

Village Update:

- b. None

7. Old Business:

- a. **Telephone System:** The RGPL old phone system is out-of-date and performing unreliably. It is difficult to find a service technician who can fix the obsolete system. Bosben has been researching the options for replacement: cloud-based and premise-based. RGPL has received two quotes and a third may be forthcoming. Discussion took place regarding the advantages and disadvantages of the different options. More research and discussion will take place in the coming months.
- b. **Shelving – canopy/end panels (action item):** Village Public Facilities retrieved the used-shelving purchased by RGPL from the Belleville Public Library which is selling old shelving due to the building of a new library. RGPL now needs to purchase matching end panels and canopies to allow the shelving to be secured. Wagoner made a motion to approve up to \$3132 from the Fund Balance account for the purchase of matching end panels and canopies for the newly acquired shelving from Belleville Public Library. Abbott seconded and motion carried.

8. New Business:

- a. **Election of Officers (action item):** Mirkes motioned the recommendation that current officers for the RGPL Board of Trustees remain in their current positions for the next two-year term. Abbott seconded and motion carried.

9. SCLS/DCLS/WPLA Updates:

- a. **SCLS:** A Marathon County library is interested in potentially joining the SCLS. Further discussion by the county finance and executive committees will take place before a decision is made.
- b. **DCLS:** None

10. The next meeting is Tuesday, May 18, 2021 at 5:15pm.

- 11. Adjournment:** Wagoner moved and Varda seconded to adjourn meeting. Motion carried and meeting adjourned at 5:55 pm.

Respectfully submitted by C. Abbott