

Rosemary Garfoot Public Library Board Meeting
Minutes
Thursday, April 23, 2020

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

Also present: Pam Bosben

Meeting held via Zoom due to COVID-19 safe distance guidelines.

1. **Call to Order:** FitzRandolph called the meeting to order at 2:00 pm.
2. **Public Comment:** None
3. **Approval of Minutes from March 2020 meeting (action item):**
 - a. Motion made by Kalscheur to approve March 2020 Board minutes. Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,587.53. The General account reported at \$40,148.02. Revenues to the Village reported \$2,163.69.
5. **Approval of Bills (action item):** Brosius motioned to approve the bills and Mirkes seconded. Motion carried.
6. **Director's Report:**
 - a. Active Shooter Training was conducted on January 29. Nice turnout of village staff members and staff from the Black Earth Public Library. Library staff have submitted comments about the training.
 - b. Staff continue to work from home due to the COVID-19 virus. There have been programs and activities posted to Facebook and staff have been required to participate in various webinars pertinent to library service.
 - c. Due to a severe shortage of poll workers, a number of village staff stepped-up to help during the spring election. Bosben worked in voter registration.
 - d. Bosben met with the Village Administrator to talk about PPE for the library moving forward. Recent orders for gloves, etc., have been cancelled by the companies, and with phased lifting of Stay at Home orders, we are in immediate need. The Village Administrator views the library's soon to be curbside service most pressing in terms of PPE needs, so we were provided with leftover PPE from the elections. Gloves will continue to be an issue, however, but we did find a source for strong hand sanitizer through the Sugar Creek Distillery. Bosben has hired a library employee to make fabric masks for staff, and is also exploring plexiglass guards for the circulation desk. RGPL can borrow those created for the elections, but they will likely need to be used again, so a more permanent solution may be better.
 - e. Children's librarians have been meeting weekly to discuss how summer library program will be conducted in light of COVID-19. The Department of Public Instruction plans to purchase access to a recordkeeping platform called Beanstalk. Beanstalk will be provided free to all libraries and will allow children to keep track of their summer reading on-line. RGPL is currently contacting contracted performers to see if they can provide their programming on-line this summer as well.
 - f. Dain Ziegler and Mike Axon executed a controlled burn in the native plant gardens.
 - g. Bosben took advantage of the closed facility and cleaned the storytime room carpet and a few heavy traffic areas in the library.
 - h. Public Facilities is going to try to replace the lights in the high ceiling fixtures while the library is closed. They need to secure a lift which may not be possible until Safer at Home is lifted.

7. **Old Business:** None

8. **New Business:**

a. **Governor Evers' Updated Order – Curbside Pickup**

Based on COVID-19 safe guidelines from Governor Evers, RGPL will begin curbside service for pick-up of library materials beginning May 4. Much planning is taking place to ensure safety of all staff and patrons for the launch. Constant assessment will ensure on-going safety.

9. **SCLS/DCLS/WPLA Updates:** None

10. **The next meeting is Tuesday, May 19 at 5:15pm.**

11. **Adjournment:** Varda moved and Wagoner seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:07 pm.

Respectfully submitted by C. Abbott