

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, May 19, 2020

Present: Jane Varda, Carolyn Abbott, Diane Kalscheur, Erica Wagoner, Bill Brosius

Also present: Pam Bosben

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

1. **Call to Order:** Kalscheur called the meeting to order at 5:15pm.
2. **Public Comment:** None
3. **Approval of Minutes from April 2020 meeting (action item):**
 - a. Motion made by Wagoner to approve April 2020 Board minutes. Brosius seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,632.30. The General account reported at \$38,253.02. Dane County reimbursement reported at \$150,066.
5. **Approval of Bills (action item):** Brosius motioned to approve the bills and Wagoner seconded. Motion carried.
6. **Director's Report:**
 - a. Numerous on-line meetings to discuss phase I re-openings, resumed delivery service, how to keep staff safe and concerns about Safer at Home being lifted too soon. Just learned today the Library Board can approve a policy requiring face masks/face coverings in the library. The information came too late for this agenda. It will be included on the June agenda.
 - b. Summer program will have to be held virtually this year. DPI has paid for an online recordkeeping program for kids called Beanstack. Most of our performers and presenters have agreed to provide virtual programs. Children's librarian, C. Baer, has spent a bit of time configuring this system.
 - The Friends of the Library are generously providing financial support for the summer library program.
 - c. One of the HVAC units needs a new blower fan. The estimate is \$3420.
 - d. Public Facilities staff replaced bulbs and ballasts in the high-ceilinged area of the library using an electric lift. They are also replacing other lights.
 - e. Public Facilities staff have almost finished installation of their custom designed Plexiglas screen for the library's circulation desk. We appreciate their diligence and time in designing and installing this in a timely manner.
 - f. The village administrator, Bill Chang, and Director, P. Bosben, have worked on finalizing the RFP for the roofing project. A few items will be addressed by the Village Board before the proposal is sent out and information is posted in the local newspaper.
 - g. On May 26, the Village Board anticipates a sizable number of people showing up to the Board meeting pertinent to an ATV/UTV request. With social distancing in-place, handling a crowd was a concern. Bosben offered to open the front doors to the library so people can wait safely in-line to enter the meeting room to comment. Bosben will monitor the rest of the library to ensure no one goes beyond the approved

areas. The police department will be handling the crowd and enforcing social distancing. The EMS director will be in the next morning to disinfect all spaces occupied by people attending the meeting.

7. Old Business:

a. Curbside Pick-up Update

Based on COVID-19 safe guidelines from Governor Evers, RGPL began curbside service for pick-up of library materials beginning May 4. After providing the service for 3 weeks, the report is that patrons are very grateful. In addition to the orderly system the library staff is following to provide patrons with a contactless pick-up of books, RGPL is processing the backlog of returns that patrons are leaving in the dropbox. Returned items are quarantined for 72 hours.

8. New Business

a. Phase I Re-opening of Public Libraries in Wisconsin (action item)

Bosben presented the proposed Phase I and II re-opening plans for the library with a start date of June 15 for Phase I. Much discussion took place regarding the measures that will be put in place to allow the safety of staff and patrons. The exact timing of Phase II will be based on the outcome of the Phase I implementation but is being planned for a start date in July. Abbott motioned to approve the Phase I and II plans with a few suggested changes, and with the provision that the Library Director has the discretion to change the details and/or dates of either the Phase I or II re-opening plan as is necessary to provide the safest plan based on continual updates from SCLS and health officials. Wagoner seconded and the motion carried.

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

10. **The next meeting is Tuesday, June 16 at 5:15pm.**

11. **Adjournment:** Brosius moved and Varda seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:41 pm.

Respectfully submitted by C. Abbott