

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, June 16, 2020**

**Present:** Jennifer FitzRandolph, Jane Varda, Carolyn Abbott, Diane Kalscheur, Erica Wagoner, 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 5:15pm.
2. **Public Comment:** None
3. **Approval of Minutes from May 2020 meeting (action item):**
  - a. Motion made by Kalscheur to approve May 2020 Board minutes. Wagoner seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,642.21. The General account reported at \$46,402.61.
5. **Approval of Bills (action item):** Mirkes motioned to approve the bills and Abbott seconded. Motion carried.
6. **Director's Report:**
  - a. RGPL posted a list of some of the top anti-racist books and books about racism on our website. We hope this list will provide a starting point for people seeking information on these critical issues.
  - b. A group is forming in Cross Plains to address the issue of racism, anti-racism, and white privilege. The Library has been invited to partner with this group. Bosben and Loman have had social justice and racial equity training and all Dane County libraries will be moving forward in 2021 with comprehensive training, programming, etc. We view this partnership as an essential component to the mission of public libraries to support and uphold social justice and racial equity as well as supporting our vision for an equitable society where race can no longer predict whether someone succeeds.
  - c. Roof RFPs are almost ready to be sent out. The Public Facilities director, Jerry Gray, went over the document and has a few issues he wants included.
  - d. H.J. Pertzborn conducted quarterly fire sprinkler system maintenance. Everything is good.
  - e. 1901 replaced the RTU fan motor and conducted other necessary repairs to the HVAC system.
  - f. Summer Library Program started this week with a virtual performance by juggling storyteller, Chris Fascione. The Beanstack tracking program is up and working and kids are signing-up.
7. **Old Business:**
  - a. **Fund Balance Policy (action item):**

The Fund Balance Policy was revisited from a previous meeting. The draft policy presented by Bosben outlined the purpose and authority of the fund which is earmarked for overages and operating costs. Discussion followed with a recommendation to maintain the balance at \$20,000.

Wagoner made a motion to approve the draft policy and Varda seconded. Motion carried.

**b. Reopening Update:**

Beginning June 15, the next phase of the RGPL opening will include limited access by appointment with a maximum of 10 people at any one time. Mask usage is strongly recommended as well as maintaining 6ft social distance. Children must be at least 12 years old and accompanied by an adult. Computer usage while wearing a mask can be arranged by appointment. Bathrooms will be open. RGPL will follow all guidelines provided by Dane County for providing and maintaining a safe environment for all patrons and employees. Curbside pick-up service remains in effect.

**8. New Business: None**

**9. SCLS/DCLS/WPLA Updates:**

Book deliveries by the SCLS Delivery are starting slowly on a schedule of twice weekly to experiment with the moving of materials while still holding returned items in 72-hour quarantine.

**10. The next meeting is Tuesday, July 21 at 5:15pm.**

**11. Adjournment:** Kalscheur moved and Varda seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:08 pm.

Respectfully submitted by C. Abbott