

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, August 17, 2021

Present: Mary Mirkes, Michael Pomykalski, Jane Varda

Also present: Pam Bosben

1. **Call to Order:** Varda agreed to chair the meeting in the absence of President FitzRandolph. Meeting called to order at 5:17 p.m.
2. **Public Comment:** None
3. **Approval of Minutes from the July 20, 2021 meeting:**
Motion made by Pomykalski to approve July 2021 Board minutes. Varda seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,669.05. The General account reported at \$42,390.18. Revenues to the Village reported at \$92.28.
5. **Approval of Bills:** Mirkes motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Reports:**
Director's Report:
 - Summer library program ended with a terrific outdoor aviary program by Hoo's Woods. Over 75 people attended this event.
 - A fantastic annual music program has started at the library with Music by Corey. Musician Corey entertains young children with a variety of engaging music and instrument inter-play. This program runs outdoors for four weeks in August.
 - Dungeons and Dragons has finished up for the summer. It will likely return this fall or winter by popular demand.
 - The roofing project was estimated to begin over two weeks ago. The company was contacted about providing a start-date, but no response has been received. The village administrator has been notified.
 - Study rooms have been re-opened for use, but only two people may meet at one time. Use of these spaces is beginning to pick up.
 - Kris, Catherine and Pam met at the end of July to discuss programming for fall and winter. The pandemic was at the center of the conversation. Most programs will continue on Zoom with storytime sessions being held outside while the weather remains comfortable. If any programs are permitted indoors, numbers will be limited to afford social distancing and masks will be required for participation. Many libraries around the state are continuing virtual programming and using similar guidelines pertinent to masking and numbers.
- President's Report:**
 - a. None
- Village Update:**
 - b. Pomykalski reported that the mask mandate is being brought back to the village board at their next meeting. The village board is working on the CIP portion of the budget.
7. **Old Business:**
 - a. **2022 Budget:** Bosben is working on supplemental requests for FT and PT wages. It was noted that the Assistant Director and Youth Services Librarian wages must be improved. The supplemental requests will include factors of equity, ability to attract candidates, and retention of employees.

- b. **Telephone System:** The contract has been signed and an assessment of the facility has begun. Implementation might begin in November. There is an issue concerning an assumption by TDS that the library has an IT employee on staff. The library has been assured by TDS that they will take of us.

8. New Business

- a. **Staff Shortage:** Bosben reported that the library is in the midst of a critical staff shortage due to two part-time staff members leaving for full-time employment, and due to a staff member still out on leave. Concerns about garnering applicants was raised. A significant factor is the inability to compete with wages being offered by the private sector. Open hours have been modified. Once staffing levels are back to normal, the library will resume pre-pandemic hours. Remaining staff have been working hard to fill the voids.

9. SCLS/DCLS Updates:

- a. **DCLS Agreement for Extension of Library Service:** The annual contract has arrived. The document requires signatures by the president and secretary. The 2022 reimbursement will remain at the same level as 2021. The Dane County Board agreed to drop 2020 from the equation due to the pandemic and its potential negative impact on the reimbursement formula.

10. The next meeting is Tuesday, September, 2021, on Zoom, at 5:15pm.

11. Adjournment: Pomykalski moved and Varda seconded to adjourn meeting. Motion carried and meeting adjourned at 6 p.m.

Respectfully submitted by P. Bosben on behalf of C. Abbott