

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, February 20, 2018**

**Present:** Michael Pomykalski, Diane Kalscheur, Jennifer Wankerl, Carolyn Abbott

Also present: Pam Bosben

1. **Call to Order:** Wankerl called the meeting to order at 5:22 pm.
2. **Public Comment:** none
3. **Approval of Minutes from January 16, 2018 meeting (action item):** Motion made by Kalscheur to approve January 16 Board minutes. Pomykalski seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$62,595.80. The General account reported at \$13,436.81. Revenues to the Village reported at \$449.81.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Pomykalski seconded. Motion carried.
6. **Director's Report:**
  - a. ControlWorks replaced six communicators connected to the rooftop units. The unexpected repair was expensive (\$1,500) but the temperature control throughout the library is working efficiently now. The staff is waiting for H&H to come back and finish the process.
  - b. The auditor performed his annual audit of the accounts held by the Library Board.
  - c. The Orchid program hosted by RGPL had a nice turnout with some valuable orchid growing information shared by the presenter.
  - d. The Cross Plains Life Foundation met to discuss 2018 plans. The discussion involved community gardens and the Memorial Day Parade.
  - e. Bosben and Loman are in the process of re-designing the library's website. They conferenced with Rose Ziech of SCLS who will design the website.
  - f. RGPL hosted another successful cooking program with Huma.
  - g. Bosben and Loman met with two members of the League of Women Voters to set-up voter registration assistance at the library.
7. **Old Business:**
8. **Boilers:** MG&E was called to RGPL twice by staff to investigate a strong gas odor. MG&E confirmed both times there was no problem they could detect, but the outside boiler venting might need adjusting. Public facilities also noted the outside venting looked problematic. General Heating addressed the problem by extending the PVC vents. Gas odors continued. General Heating conducted a search with their gas detector and found no issues. Bosben had the library's contracted HVAC maintenance firm out to check as the issue persisted. It was discovered on the boiler computer system that there were flame failures. Further exploration showed the pipe infrastructure to the boilers was incorrectly installed. General returned to confirm and made repairs under warranty.
9. **New Business:**
  - a. **RGPL Annual Report (action item):** Bosben presented the Annual Report. Kalscheur made a motion to approve the Annual Report, and Pomykalski seconded.
  - b. **Candidates' Forum:** RGPL will be hosting a candidates' forum again this year. The date is March 21<sup>st</sup> at 6pm. Trustee Kalscheur and Assistant Director Loman will be timekeepers and Board member Wankerl will moderate. Four candidates, running for three open positions on the Village Board, have been invited.
10. **SCLS/DCLS/WPLA Updates:**

Integrated Library System – ILS Update:

- a. A major project is underway to address the future requirements of the SCLS integrated library system (ILS). The Lead Team has completed site visits to other libraries to see various vendor products “live”. The group will be making a recommendation of the preferred ILS vendor for SCLS at the Director’s Meeting in April 2018.
1. **The next meeting is Tuesday, March 20, 2018 at 5:15 pm.**
2. **Adjournment:** Pomykalski moved and Kalscheur seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:20 pm.

Respectfully submitted by C. Abbott