

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, May 19, 2022

Present: Jennifer FitzRandolph, Jane Varda, Mary Mirkes, Erica Wagoner, Andy Hartman

Also present: Pam Bosben

1. **Call to Order:** FitzRandolph called the meeting to order at 5:16 p.m. A motion was entertained to move New Business: Annual Election of Officers, up on the agenda after Public Comment. FitzRandolph motioned to move the election of officers up on the agenda. Seconded by Varda. Motion carried.
2. **Public Comment:** None
3. **New Business: Annual Election of Officers (action item).** Bosben presented a slate of officer possibilities with Jane Varda as president, Jennifer Wankerl as vice president, Erica Wagoner as secretary and Mary Mirkes as treasurer. FitzRandolph motioned to accept the slate as presented, and Hartman seconded. Motion carried.
4. **Approval of Minutes from April 19, 2022 meeting (action item):**
Varda motioned to approve the April 19, 2022 minutes and Wagoner seconded. Motion carried.
5. **Treasurer's Report:** The cash management account reported at \$47,688.16. The Public account reported at \$43,949.35. Revenues to the Village reported at \$2098.14. Bosben noted that revenues included the Library Board's annual contribution of \$2000 from the endowment. Endowment reported at \$138,956.42
6. **Approval of Bills (action item):** Hartman motioned to approve the bills and Mirkes seconded. Motion carried. Hartman inquired about invoices. Bosben stated that when the Board meets in person, invoices are passed around for perusal. Copies of invoices are on file at the library.
7. **Reports:**
 - **Director's Report:** SCLS Building and Design consultant, Deb Haeffner, has sent fabric samples for re-upholstering four chair cushions and two ottomans. The original fabrics are no longer made, so we selected coordinating fabrics. The company from which the chairs were purchased, will do the reupholstering.
 - We experienced a significant issue with a broken toilet in the men's restroom. Water was seeping under the door and into the library. We had a plumber checking on a handle issue earlier in the week, and repairs were made to keep the handle functioning until parts arrived. He asserted that someone had to have "violently" pushed the handle to cause the breakage and subsequent flooding. Due to a supply chain issue, it took a bit of time to get the parts. The stall was taped off and we worked out a system for men to use the women's restroom stalls. Parts arrived last Friday and repairs are completed.
 - To celebrate Earth Month, we had the Dane County Trash Lab out on May 27th. Over 70 kids and adults toured the lab. The lab contained excellent information about recycling, landfills, etc., and incorporated hands-on activities for the kids.
 - TDS was out to bring fiber into the building for the new telephone system. The next step will be installation of the system.

- The Friends of the Library had their best book sale ever, bringing in a little over \$2600. This was truly a fantastic outcome. Most funds raised by the Friends go toward summer library programs.
- Due to escalating book challenges around the country, I provided staff with the American Library Association “Freedom to Read Statement” and provided them with updated forms to use should a challenge arise. In some states, there have been threatening situations connected to some public libraries. I am keeping abreast of the issues and the American Library Association and South Central Library System are also assessing and keeping track to support and assist public libraries.
- Department Heads are meeting to discuss future space needs issues and the necessity of adding more full-time staff members. The library has added no new full-time positions in approximately 25 years.

President’s Report:

- a. FitzRandolph thanked the Board for the privilege of serving as president.

Village Update:

- b. Hartman stated his support for the library. He reported that the Black Earth creek and fish tested positive for toxic PFAS. The village tested all wells and the good news was that all wells tested well below 1 part per trillion for PFAS.

7. Old Business:

- a. Roof punchlist update: Bosben said there has been no progress on the punchlist items. The village engineer was working hard to get the roofing company to comply within a specific timeline to complete the project, but that deadline has passed. The village will seek another company to finish the job. Interior repairs are almost completed. Still waiting on carpeting and some trim repairs.

- b. Staff shortages continue with inability to fill positions, extended medical leave, vacations, etc. The circulation manager position is being advertised at this time as well as a part-time LTE summer position. With on-going staffing issues, hours will be altered accordingly.

8. New Business:

- b. Annual Election of Officers: (Moved to the beginning of the agenda.)
- c. Meeting Location: Zoom or In-Person: Trustees are concerned with the uptick in COVID cases and prefer to continue meeting on Zoom. If any trustees would like to meet at the library, they can do so by bringing a laptop or tablet, and joining Bosben.

8. SCLS/DCLS/Updates:

- b. The Dane County Directors met and it was reported that delivery costs will be increasing in the 2023 budget.

8. The next meeting is Tuesday, June 21, 2022 at 5:15pm.

- 9. **Adjournment:** The meeting adjourned at 5:50 p.m.