

## Rosemary Garfoot Public Library Board Meeting Minutes Tuesday, June 21, 2022

**Present:** Jane Varda, Jennifer Wankerl, Erica Wagoner, Mary Mirkes, Jennifer FitzRandolph, Denise Baylis, Andy Hartman

Also present: Pam Bosben

1. **Call to Order:** Varda called the meeting to order at 5:16 p.m.
2. **Public Comment:** None
3. **Approval of Minutes from May 19, 2022 meeting (action item):**  
It was noted that the agenda had the wrong meeting date. Mirkes motioned to approve the minutes with the corrected date. FitzRandolph seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$47,692.34. The Public account reported at \$47,050.56. Revenues to the Village reported at \$242.62.
5. **Approval of Bills (action item):** FitzRandolph motioned to approve the bills. Wagoner seconded. Motion Carried.
6. **Reports:**
  - **Director's Report:** Matthew Spain and Katherine O'Handy are the limited term summer employees. They will work until it's time to return to college. Still experiencing staffing shortages due to medical leaves.
  - 1901 conducted the spring/summer HVAC maintenance. It was discovered repairs are needed to equipment on the southwest side of the building. Not sure when they will return to make repairs. Estimate is over 2k.
  - A toilet in the women's restroom overflowed and water ran out onto the carpeting. This wasn't discovered until the cleaning person arrived. It doesn't appear there are any issues with the commode, but I have a plumber stopping by to check just to be sure. Staff have been reminded to check restrooms at closing.
  - The library had a number of classrooms visit during the last week of May and first week of June. Catherine shared a story and plugged the summer program.
  - Summer program has begun and so-far, sign-ups have far surpassed numbers during the height of the pandemic. Staff are processing quite a few new library cards both for kids joining the program and new residents.
  - Tutors are once again availing themselves of the library study and meeting rooms. Business is brisk.
  - To celebrate Pride Month, the library has installed the picturebook, *Pride Puppy*, in Zander's Park.
  - We recently conducted a walk-in survey. This is the first since the pandemic began. While numbers are less than pre-pandemic, we estimate that at least 55,000 visits to the library will occur in 2022. The survey is conducted using a people counter kit provided by the South Central Library System.
  - Village department heads met to talk about staffing needs and future capital projects, i.e. facilities and expansion. The village attorney is working on revisions to the personnel manual. Once the revisions are approved, they will be adjusted to reflect Library Board control and responsibilities and added to the Library's personnel manual. Department Heads asked that the

revision pertinent to sick leave conversion, be presented and voted on at the next village board meeting. The revision will allow 65-year-old and up retirees to convert sick time into payment for Medicare supplemental insurance.

**President's Report:**

- a. None

**Village Update:**

- b. Hartman reported on the potential land acquisition for the new municipal building and the process of an assessment and environmental survey of the property. The sustainability committee is involved and will make recommendations prior to an architectural firm's involvement. Looking to L.E.E.D. requirements without applying for the certification. There is talk about what to do with the existing building once a new one is approved.

**7. Old Business:**

- a. Roof Update: Still no punchlist work being done by the roofing company, so village is pursuing the bond. A few shingles have come off the roof. Waiting for the project to be done and insurance settled.

**8. New Business:**

**a. Collection Development Policy Revision:** Bosben introduced a revision to the Collection Development Policy. SCLS library directors have discussed updating collection development policies to be proactive in-light of the recent censorship movement targeting libraries. The updated policy will restrict who can submit a formal challenge against material in the library. The Library Board assisted with the verbiage in the revision. The revision is as follows: "Patrons requesting that an item be moved or withdrawn from the library collection, must reside in a South Central Library System county to have their request considered, and only one request per patron will be considered at a time, by the Library Board, until resolved." Hartman motioned to approve the revision. Baylis seconded. Motion carried. Bosben informed the Board that someone continues to hide LGBTQA+ books inside library furniture.

**b. Preliminary 2023 Budget Information:** No directives at this time from the village president. Department heads met for a preliminary conversation. Possibly only 200k to go around. Discussion about adding new employees. The library has added no new employees in almost two decades. Police also need a new employee. Department heads support filling both department's needs. Bosben indicated that if only one position can be filled, the library will likely not prevail if set against public safety. Bosben stated that libraries are as essential to the community as public safety departments. Libraries are a vital component of a community, directly serving more citizens on a daily basis than any other department. Libraries save lives through provision of critical materials, information and provide a safe and inclusive gathering space.

**9. South Central Library System and/or Dane County Library Service Update:** none

**10.** Next meeting is July 19, 2022.

**11. Adjournment:** Motion, Mirkes, second, Hartman to adjourn the meeting at 6:15 p.m. Motion carried.

Respectfully Submitted by  
Erica Wagoner

