

**Rosemary Garfoot Public Library Board Meeting
Tuesday, August 16, 2011, 5:15 p.m.**

Present: Dan McMahon, Sue Stumpf, Denise Baylis, Charity Hirsch, Steve Schunk

Also Present: Kris Loman

I. Call to Order: Call to order by Sue at 5:15 pm

II. Public Comment: None

III. Approval of Minutes from the July 19, 2011 meeting (action item): Waived to next meeting

IV. Treasurer's Report: Dan reported balance of \$224,142.94 in cash management account, and \$12,683.20 in checking account.

V. Approval of Bills (action item): Charity motioned to approve/Denise second/motion carried

VI. Director's Report:

- a. Sue Schuetz is a local artist who works in mixed media. She is this month's exhibitor. Exhibits planned to be rotated every six weeks.
- b. Staffing transition due to loss of two employees. With two anticipated new hires, along with an unpredictable ILS, the schedule of Circulation Supervisor will be changed to meet the more intensive training needs on the Koha system.
- c. Pam attended the annual All Directors Meeting in July
 1. Discussed the SCLS budget, given list of services by SCLS and asked to prioritize services in order of importance which will assist the SCLS director in the difficult task of cutting services.
 2. Future of libraries discussed using document from ALA "Confronting the Future: Strategic Visions for the 21st Century Public Library."
- d. The firm hired by the Village to assist in search for new village administrator interviewed department heads.

VII. Old Business

- a. **Electrical Issues (action item):** Westphal presented two bids for repair of exterior lighting: 1st Replace two ballasts and bulbs, \$922; 2nd repair five recessed lights in soffit above the pergola, replace five ballasts \$1525. Charity moved to accept bids/Dan second/passed unanimously. Funds to come from cash management account.
- b. **Door Repairs-Quote (action item):** LaForce made a time and materials service call for chronic problems with the main door: power assist to door does not operate, door does not secure consistently, and thumb latch on lock sticks. LaForce provided bid which topped at \$1000 (unless customer dissatisfied and then will be more.) So far we the customer have not been satisfied. They have never stood behind their product. The Board was concerned that problems with the door would continue along with repair bills and wondered if the doors could be replaced. Kris will call the architect for recommendation for another manufacturer to come and assess cost of replacement of doors. She will provide total of expenses to date related to the doors. The doors at the east entrance are also LaForce doors. Item tabled until research done.
- c. **Wisconsin Retirement Recommendation (action item):** Village recommended payout at the

end of the year rather than paycheck to paycheck adjustment. Charity motioned “Agree to recommendation of the Village”/Sue second/motion carried.

VIII. New Business

2012 Budget: So far the Village Board has recommended a 0% budget increase. The next budget will have no increase in salaries, Dane County reimbursement still not known and difficult to predict with new Fitchburg Library in the mix. Known increases in expenses include Automation (ILS) contract and Library on-Line PC Management contract. Probably certain services which had been included in past contracts will be billed to user. Potential increases are health insurance, building maintenance and salary offset.

IX. South Central Library System/Dane County Library Service Updates

Koha Update: There was an upgrade at end of July, but Kris has seen no positive changes yet. Hold requests came in from Nebraska. She is concerned about training new employees on this system. Some components of the system have settled down and speed has been improving.

X. Next meeting: September 20, 2011

XI. Adjournment: Sue motioned to adjourn/Charity second/meeting adjourned at 6:25 pm