

**Rosemary Garfoot Public Library**  
**Minutes**  
**December 13, 2011**

**Present:** Charity Hirsch, Dan McMahon, Steve Schunk

Also Present: Pam Bosben

**Absent:** Denise Baylis, Sue Stumpf

**Call to Order:** The meeting was called to order at 5:35 p.m.

**Public Comment:** No public comment

**Approval of Minutes:** Minutes from the November 15, 2011 meeting were reviewed. Motion, Steve, second, Dan, to approve minutes. Motion passed.

**Treasurer's Report:** \$223,545.43 reported in the cash management account and \$12,067.34 reported in the checking account.

**Approval of Bills:** Motion, Charity, second, Steve, to approve the bills. Motion passed.

**Director's Report:**

- New art installation by Claudia Daniel. Claudia's exhibit includes prints, paintings, jewelry and hand-made books.
- Catherine held a craft workshop in conjunction with the U.W. Environmental Studies Group. Kids made holiday ornaments out of recycled materials such as discarded compact discs, paper towel rolls, etc. Attendance was great.
- National Endowment for the Humanities Grant meeting was held at the library. The grant committee discussed next steps and will instruct participating Dane County libraries to form "action" teams whose mission will be to promote the project and plan fund-raisers. Recommendation is that the team includes a Library Board Trustee and a member of the Friends of the Library.

**Old Business:**

- 2012 Budget passed without further reductions. The Library received the good news that the official allocation to the Library from Dane County will include an additional \$4782.
- Hand Dryer Replacement: The dryer is out of warranty. Motion Charity, second, Steve, to allocate funds necessary to replace the damaged hand dryer. Motion passed.
- Automatic Door Openers: The front doors have been repaired once again. Builder's Service Center (BSC) placed a mullion between the doors for added security. Recommendation was made to add a door stop in the sidewalk to further mitigate the problem of over-extension. A special bar was previously added to address over-extension, but has not adequately rectified the problem. BSC also looked at the malfunctioning automatic door opener and noted the units were better suited to inside doors rather than outside doors. Recommended installing Stanley Magic Force heavy duty automatic door operators. BSC does not handle this product. Automatic Entrances

of WI, Inc. supplied a proposal for replacement of one unit and repair of the other. Library Board discussed pros and cons of not replacing both units. Decided to replace both rather than spend \$900 on repairing one unit that most likely would break again within a year. Important to comply with ADA law and make sure customers have ease in using both entrances. Cost to replace and install units approximately \$1750 each. Motion, Charity, second, Steve, to replace both automatic door openers. Motion carried.

**New Business:**

- Dane County Contract for Extension of Service has arrived. The document requires the signatures of the Board President and Secretary.
- Library Space Use Policy -Petitions & Solicitation. The Library Board perused the document. Motion, Steve, second, Dan, to approve the Petitions & Solicitation Policy. Motion passed.  
Library Behavior Policy: The Library Board perused the document. Motion, Steve, second, Dan, to approve the Behavior Policy. Motion passed.

**South Central Library System/Dane County Library Service Updates**

- Letter appeared in the local newspaper from a library user concerning problems with the ILS – Koha. The ILS continues to be problematic but the search to find a solution continues.

**Next Meeting:** January 17, 2012

**Adjournment:** Motion, Steve, second, Charity, to adjourn the meeting at 6:05 p.m. Motion passed.