

Rosemary Garfoot Public Library Board Meeting
Minutes
Tuesday, November 19, 2019

Present: Jane Varda, Diane Kalscheur, Mary Mirkes, Bill Brosius

Also present: Pamela Bosben

1. **Call to Order:** Varda agreed to chair the meeting in FitzRandolph's absence. Meeting called to order at 5:17 pm.
2. **Public Comment:** None
3. **Approval of Minutes from the October 15, 2019 meeting (action item):** Motion made by Mirkes to approve the minutes as presented. Brosius seconded. Motion carried.
4. **Treasurer's Report:** The cash management account reported at \$48 131.79. The Public account reported at \$37,881.10. Endowment reported at \$123,160.92. Operating revenues reported at \$200.09.
5. **Approval of Bills (action item):** Brosius motioned to approve the bills and Mirkes seconded. Motion carried.
6. **Director's Report:**
 - An electrical panel shorted out and scorched the panel box. Electricians had to jerry-rig the system for a few weeks while waiting for parts. The system went out four times over the past few weeks, requiring service calls each time. Relays have been going out due to stress caused by close to maximum power loads in two areas of the library. Though not unsafe, the high pull causes relays to fail sooner. One electrician made a recommendation to begin replacing tube lights in the two affected areas of the library with LED tube lights. Another electrician stated that the relays had enough load power to accommodate existing power usage. Repairs were completed on 11/11/19. (Jerry has been contacted to provide the cost of a carton of LED tube lights. The library has been replacing burned out lights with LED lights for the past few years.)
 - Mutzy's Halloween Bash was a huge success with hundreds of people visiting the site and coming into the library for treats and refreshments. The organizations in charge did a great job managing the program and taking down all decorations in a timely manner.
 - The library celebrated the annual 1000 Books Before Kindergarten graduates with a Piggy and Elephant party. (Piggy and Elephant are characters in the fantastic series of books by Mo Wilhelm.) Fifty-five children participated in the event.
 - Catherine had a special guest for the Tween Book club. A high school AFS student from Cameroon came to talk about life in her country. The presentation was a perfect fit with the group's book selection.
 - Lego Club has started back up to great enthusiasm from all attendees. This will be a monthly club during the school year.
 - Bosben attended a Mental Health Symposium sponsored by SCLS. In a recent South Central Library System survey, participants reported regular interactions with community members who struggle with addiction and substance abuse disorders. We are not alone: library staff across the country find ourselves in the heart of a substance abuse epidemic that is attacking entire communities and civic life. Speakers addressed trauma, addiction and substance abuse from a people-first, anti-stigma, perspective. With an understanding of our roles as public library staff, our speakers identified appropriate methods for recognizing and responding to potential overdoses in the library, provided an overview of the neurobiology of addiction, and discussed ways that library staff members can practice healthy mental and emotional habits.
 - Two popular adult programs were held in November, card making and cookie decorating. Both classes were full.

- Bosben and Loman attended mandatory training sessions for the ILS migration to Bibliovation. They are training staff on the circulation module and training on the cataloging and periodicals module will occur later. The entire LINKcat system will be unavailable from December 6 to December 10. If all goes well, the system will be up and functioning on Bibliovation sometime on December 10.

7. Old Business: 2020 Budget Update and Budget Adjustment (action item)

- a. Debriefing on the budget process. Concerns and recommendations were discussed. Changing the official budget presentation date late in the game, was a disadvantage for the library. Bosben was prepared to present on the set date, but was out of the country when the date changed and requests to departments from the village president were shared. Also discussed was the role of the village board representative pertinent to the budget discussion, how the budget presentation meeting was conducted, and suggestions on how to improve the process for the 2021 budget.
- b. Budget adjustment: Mirkes motioned to move \$10 from the reference account to the support services (technology) account. Seconded by Kalscheur. Motion carried.

8. New Business: Library Personnel Manual Revisions (action item)

- a. Bosben spoke about the necessity of libraries to be inclusive in all areas, including verbiage in official documents. Recommendation was made to revise the Library Personnel Manual to reflect gender neutrality. Bosben also indicated that policies pertinent to part-time vacation and holiday hours were not added to the Personnel Manual. Kalscheur moved to revise the manual to implement gender neutral language and to add-in the part-time vacation and holiday hours policy. Varda seconded. Motion carried.

9. **SCLS/DCLS Updates:** None. Bosben will be attending an All Directors' meeting on November 21.

10. **The next meeting is Tuesday, December 17, 2019 at 5:15pm.**

11. **Adjournment:** Brosius moved and Kalscheur seconded to adjourn meeting. Motion carried. Meeting adjourned at 6:24 pm.