

Rosemary Garfoot Public Library Board Meeting
October 18, 2011
Minutes

Present: Sue Stumpf, Charity Hirsch, Dan McMahon

Also present: Pamela Bosben

Absent: Denise Baylis, Steve Schunk

- I. **Call to Order:** Sue called the meeting to order at 5:15 p.m. Charity agreed to record minutes.
- II. **Public Comment:** None
- III. **Approval of Minutes from the September 20, 2011 meeting:** Charity requested the minutes be amended to clarify V.II. B Old Business: Electrical Work. Minutes will reflect that an estimate for electrical work can't be provided without the electrician first spending time on figuring out how the timer relay is wired. Motion, Charity, second, Dan, to approve amended minutes. Motion passed.
- IV. **Treasurer's Report:** \$13,226.34 reported in the checking account and \$224,480.37 reported in the cash management account.
- V. **Approval of Bills:** Bills were reviewed. Motion, Charity, second, Dan, to approve bills as submitted. Motion passed.
- VI. **Director's Report:**
 - Pam & Kris attended the SCLS Learning Day. Sessions included: time management during difficult times; Wakanheza – creating welcoming, stress-free environments; and Customer Service: Balancing Rights and Responsibilities.
 - Wireless service went down last week and it appears the company SCLS used for this service went out of business. SCLS technology staff members were busy installing temporary fixes at member libraries. SCLS has begun promoting a move to a new wireless service, Enterprise. The caveat is that the initial cost is \$975 plus a \$200 annual fee. Small libraries are feeling nickel-and-dimed and to expect another significant investment for a service that previously required no extra fee, seems inappropriate when many libraries are struggling to maintain or retain services and staff.
 - Catherine will work at the CCBC book sale. She is allowed to help with the sale on work time and the benefit is her ability to purchase numerous children's titles at a fraction of their original cost.
 - Children's book/cassette sets are being weeded and staff are replacing cassettes with compact discs. Adult non-fiction collection is being weeded. As predicted, shelf space is getting tight and additional shelving will be in the library's future.

- Pam, Kris and Catherine met with SCLS building and design consultant, Deb Haeffner, to assess teen area space needs. A plan is underway to reconfigure the space.
- A bathroom hand dryer blew out. The units have a five-year warranty but the warranty was up a few months ago. Awaiting a response from the vendor to see if the warranty might still be honored. If not, request has been made for pricing. Units run around \$550.

VII. Old Business:

- a. 2012 Budget: Update on the budget provided. Pam will attend Finance Committee meeting after the Library Board meeting to present the Library Board's budget proposal. Pam provided a brief overview of the Library Board approved budget so trustee, Dan McMahon, could be brought up-to-date.
- b. Door Issues: Pam provided a proposal from Builders Service Center (BSC) to repair on-going problems with the exterior entrance doors. BSC proposed removing 1 – 8' center mullion, removing concealed vertical rod exit devices and converting to rim mounted exits to latch into the center post and to reuse existing outside pulls, cylinders and panic cross bars. Cost installed - \$1485. Motion, Charity, second Dan, to accept the proposal. Motion passed. The Board requested that Pam seek a ballpark estimate for total replacement of the doors should problems persist.
- c. Electrical Work: The Board is reluctant to move forward without some type of broad-stroke estimate for re-configuring the issue with the automatic timer to the pergola lights. Westphal Electric can't provide an estimate without spending time figuring out where the relay system connects. The Board isn't looking for an exact estimate but a range from best to worst-case-scenario. Charity is interested in finding out if it would be more cost-effective to re-wire the lights to an on/off switch. Concerns over the difficulty in having staff try to remember to turn the lights off in the morning and on at night. Also keep in mind that the library isn't open on Sundays but people do return their books at the outside drop after dark. Conversation ensued about just keeping the lights on all the time, but concerns that this action would go against the library's environmental mission. Members agreed but did ask that Pam take a look at electrical costs to see if there are any noticeable increases in consumption now that the lights are always on.

VIII. New Business: None

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

- a. Koha Update: Problems continue to persist. There are questions about where the significant investment in this ILS has been spent. There has been no financial spreadsheet shared with member libraries to show specific expenditures.

b. Dane County Budget: The budget hasn't been approved but so far, library funding is completely intact.

XI. **Next meeting:** November 15, 2011

XII. **Adjournment:** Motion, Sue, second, Dan to adjourn meeting. Motion passed. Meeting adjourned at 6:25 p.m.