

Rosemary Garfoot Public Library Board Meeting Minutes Tuesday, July 21, 2015 5:15 p.m.

Present: Sue Schuetz, Jennifer Wankerl, Ellen Alberts, Sara Reeves-Metz
Also present: Pam Bosben

Absent: Jane Bautch, Steve Schunk, Carolyn Abbott

1. **Call to order:** Wankerl called the meeting to order at 5:18pm
2. **Public Comment:** none
3. **Approval of Min. from June 16th, 2015 meeting (action item):** Schuetz moved to approve and Wankerl seconded. Motion carried.
4. **Treasurer's Report:** Checking account reported at \$6006.21 and cash management account reported at \$81,292.06. Operating revenues reported at \$96,817.48.
5. **Approval of Bills (action item):** Reeves-Metz motioned to approve the minutes and Wankerl seconded. Motion approved.
6. **Director's Report:**
 - Holly Andres resigned her position as circulation supervisor. Due to numerous staff absences, some of the part-time employees have been picking up extra hours to ensure adequate coverage.
 - Applications have been received for open library assistant position and interviews will be conducted the week of July 27.
 - Very busy summer programming. Library school intern, Kelley, finished-up his participation. Teen volunteers have been helping with other aspects of the program.
 - HVAC issues continue, actuator was replaced but more issues have arisen. Extreme fluctuations within room temps. MG & E made contact with concerns about low gas consumption. Faulty boiler was the culprit.
 - Friends of the library are having a fall book sale and annual art auction.
 - Administrative staff spent lots of time going through lost/missing reports. Most items were found on the shelves. Lengthy report problems likely due to residual effects from the Koha migration.
 - Drawer on audiovisual unit broke. Embury associates were contacted and had repairs completed within in a day.
7. **Old business:** none
8. **New Business: Budget:** Bosben provided an overview of the preliminary 2016 budget.
 - a. Village Administrator Schuenke, has requested submission of preliminary numbers by August Aug. 4th, final budget by Aug. 21st with the understanding that final Dane County

reimbursement is contingent upon adoption of the Dane County budget. The Library Board will review the budget at their August meeting for final approval sans full-time salaries and benefits.

b. Projected Revenues--Dane County Library Director has provided reimbursement figures and the Library will receive approximately \$9800 more than 2015. The amount could go up a bit depending upon assistance from the Dane County Library Board pertinent to covering one-time reconciliation costs owed to the new Fitchburg Public Library.

c. Staff: Full-time salary increases will be based on the Village personnel recommendation. Part-time salary increases have been determined and are based on the Library's Long-Range Plan to reach a defined base salary for these positions and to increase the positions by a few hours.

e. Technology: In keeping with the Library's Long-Range Plan, purchase of new computers will follow an on-going annual replacement cycle starting in 2016.

f. Misc: Other line items remained static or increased based on cost of inflation and/or increased contractual obligations.

Approval of Preliminary 2016 Budget: Wankerl moved to approve the budget and give Bosben the okay to make any necessary adjustments before August 4 submission. Schuetz seconded/ Motion carried.

Updated Policies and Procedures:

a. Fines & fees: Wankerl motioned to make fax fees 25 cents per page for general fax & international faxes, \$1.25 per page. Alberts seconded /motion passed.

b. Overdue Materials Policy: Schuetz motioned to set fines on visual materials to 25 cents per day, Albert seconded/motion carried.

c. Part-time Vacation Policy: Eliminate nominal part-time paid time off which averaged less than 2 hours per year. Part-time staff members already receive great flexibility in receiving time off.

d. Remainder of the simple updates of policies and procedures: Along with the part-time vacation policy, all other policies needing updates were due to name changes, addition of new material formats and material format eliminations. Reeves-Metz motioned to approve these changes, Alberts seconded/motion carried.

9. SCLS/DCLS: Bosben provided an update about the summer All-Directors meeting, SCLS budget was discussed as well as E-rate and concerns about filtering. Bosben was asked by SCLS to mentor the new Spring Green Director.

Next meeting is Aug. 11th, 2015 at 5:15.

Adjournment: Wannkerl moved, Reeves-Metz seconded/ meeting adjourned at 6:38pm.

Respectfully Submitted

Sara Reeves-Metz, Secretary