

**Rosemary Garfoot Public Library Board Meeting**  
**Minutes**  
**Tuesday, May 15, 2018**

**Present:** Michael Pomykalski, Diane Kalscheur, Jennifer FitzRandolph, Carolyn Abbott

Also present: Pam Bosben

1. **Call to Order:** Fitz-Randolph called the meeting to order at 5:27 pm.
2. **Public Comment:** none
3. **Approval of Minutes from April 2018 meeting (action item):** Motion made by Kalscheur to approve April Board minutes with changes. Pomykalski seconded. Motion carried.
4. **Treasurer's Report:** The cash management account was reported at \$61,930.36. The General account reported at \$15,475.78. Revenues to the Village reported at \$234.14.
5. **Approval of Bills (action item):** Abbott motioned to approve the bills and Kalscheur seconded. Motion carried.
6. **Director's Report:**
  - a. Maintenance has been completed on the HVAC system with the exception of the recall work.
  - b. A crack was discovered in the floor on the north side of the building. Public Facilities investigated and Director, Jerry, will recommend next steps.
  - c. Midwest Alarm has completed work on the duct smoke detector malfunction.
  - d. Growing Tomatoes in Wisconsin was well attended and great information was provided by the presenter. The Container Gardening program was also popular. Speakers were provided by the UW-Extension.
  - e. Bosben and Loman engaged in a grounds assessment with members of the Halloween House committee. They indicated the need for safety in terms of running cables, etc. Bosben checked with the village administrator to ask about liability concerns and the insurance company said the event is covered.
  - f. Baer held the annual 4k graduation along with the Middleton Public Library children's librarian. Bears was the theme and over 100 people attended the event.
  - g. Bosben attended a Libraries Transform meeting. They piloted the Transform program with Dane County libraries and will roll it out to all South Central Library System member libraries in September.
  - h. Staff of the Belleville Public Library came for a tour of the RGPL. They are in the midst of planning and fund raising for a new facility.
  - i. Stacy Starr has joined the library staff as a library assistant.
  - j. Stephanie Pritchard has tendered her resignation as Circulation Supervisor effective May 26.
  - k. AT&T was out to begin prep work for the TEACH upgrade. The project will ensure stronger, faster Internet when completed.
  - l. Deb Haefner from SCLS was out to take a look at the storytime room to assess for the possibility of making the space into a dual purpose storytime room/makerspace area.
7. **Old Business:** none
8. **New Business:**
  - a. **Materials Donation Policy (action item):** Bosben presented the new Materials Donation Policy to help guide the multitude of donations generously given to RGPL. Motion made by Pomykalski to approve the Materials Donation Policy and Abbott seconded. Motion carried.
  - b. **Long-Range Plan (action item):** Bosben presented the long-range strategic plan. Motion made by Kalscheur to approve the Long-Range Plan and Abbott seconded. Motion carried.

9. **SCLS/DCLS Updates:** none
10. **The next meeting is Tuesday, June 19, 2018 at 5:15 pm.**
11. **Adjournment:** Pomykalski moved and FitzRandolph seconded to adjourn meeting. Motion carried, and meeting adjourned at 6:09 pm.

Respectfully submitted by C. Abbott