

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 28, 2012

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, March 28, 2012. **Members present:** Joyce Nelson, Darlene Vosen (arr. 6:10 p.m.), Danny Ho, Claudia Butschli, Ronald Seiser. **Members absent:** Kim Musbach (exc.), Terri Kaminski (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION: (Ho, Seiser): Approve the agenda as published. Motion carried (4-0). MOTION: (Ho, Seiser): Approve the minutes of the February 22, 2012, meeting as corrected: change high school 'Dixie Land Band' to 'community Dixie Land Band'. Motion carried (5-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 29, 2012: Hampel Memorial Account - \$2,070.22; Dhein Memorial Account - \$3,027.04; GCL/Rao Account - \$6,962.49; Board Savings Account - \$8,464.57; Board Checking Account - \$487.31; DML Building Fund - \$96,313.66. MOTION: (Butschli, Ho): Accept the Treasurer's Report. Motion carried (5-0). Seiser: Audit was conducted and records approved.

ACCOUNTS PAYABLE. MOTION: (Vosen, Ho): Approve the schedule of operating vouchers and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Kaminski, n/p; Trustee Ho, aye, Trustee Musbach, n/p; Trustee Butschli, aye; Trustee Seiser, aye. Olson pointed out that the vouchers included once-a-year charges for magazines and GCL's SHARE payment.

BUDGET PRINTOUT. The budget printout was reviewed.

Discussion: Utilities remain very low. Vosen noted the high variance between salary lines budgeted and actual for full-time and part-time staff. She questioned if the correct numbers had been recorded. There have been no staff changes, and Olson stated that she has been in discussion with the Village Finance Officer to rectify the discrepancy. Seiser suggested that the correction be accomplished within the next two months and that it be reflected retroactive to the beginning of the year.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

COUNTY. Next meeting is April 12

SYSTEM. No report.

PRESIDENT'S REPORT. Nelson: no report

DIRECTOR'S REPORT. Olson: Repairs to the roof have been completed and the vestibule repainted. Recent humidity caused the fire alarms to trigger. Staff and patrons waited outside for 45 minutes before being allowed back inside. Fire department and police arrived approximately 12 minutes after the alarms sounded.

UNFINISHED BUSINESS

- A. SHARE Update: Information – OPAC upgrades are still being tested by the System before all libraries will begin using it.

- B. GCL 2012 Anniversary Committee Report: Information/Possible Action
Plans for the event were reviewed. Board discussed acquiring renderings of second floor. During research, Olson found reference to plans to build being launched in 1962; actual 'doors opening' in 1963. Event postponed until 2013. MOTION: (Seiser, Nelson) Rescind authorization for funds for 2012 event. Motion carried (5-0) MOTION: (Seiser, Ho) Authorize funds up to \$500 for procurement of second floor renderings. Motion carried (5-0).
Discussion: Board decided to postpone the event until the actual opening date anniversary. The event could be used to promote awareness of needs for second floor or as an actual fundraiser kickoff. Renderings of second floor could help bring public attention to possible changes.
- C. Acceptable Internet Use Policy revisions: Third Reading and Approval
MOTION: (Vosen, Butschli) Approve the Internet Use Policy as presented. Motion carried (5-0).

NEW BUSINESS

Allocation of 2011 Unexpended County Funds

Olson presented her suggestions for allocation of current 2011 Unexpended County Funds. She reviewed the various sources of revenue and reiterated that County dollars are not guaranteed to remain the same from year to year. Part of the carryover dollars were allocated in 2009 for a 2% salary increase for GCL staff. Only 1% was granted beginning the second half of the year. The unexpended funds were carried into 2010 and then into 2011. The balance came from a higher than expected County allocation for 2011 and unspent line items from the estimated FY2011 budget. MOTION: (Ho, Vosen): Approve allocations of FY2011 Unexpended County Funds totaling \$72,700 dollars. Motion carried (5-0)

Books	County	+\$46,700
Audio Visual	County	+\$10,000
Processing Supplies	County	+\$ 7,000
Equipment Maintenance	County	+\$ 3,000
Periodicals	County	+\$ 1,000
NEW LINE Computer Service	County	+\$ 5,000

Olson will research the total cost of including a staff bonus or salary increase in the allocation of the remaining FY2011 Unexpended County Funds. MOTION: (Ho, Nelson) Revisit suggested allocations of balance of FY2011 Unexpended County Funds at the April meeting.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, April 25, 2012, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:22 p.m.

Janine L. Moffitt
Administrative Assistant