

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 22, 2015

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, July 22, 2015. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Charlene Brady, Ronald Seiser. **Members absent:** Dennis Myers (unex.), Brenda O'Brien (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Vosen, Brady): Approve the agenda as amended. Motion carried (5-0). MOTION (Brady, Nelson): Approve the minutes of the June 24, 2015, meeting as printed. Motion carried (5-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 22, 2015: Board Checking Account - \$622.62; Board Savings Account - \$5,982.42; DML Building Fund - \$64, 912.91 [Penny Jug - \$933.92]; Building Fund CD Account #1- \$15,000.00; Building Fund CD Account #2- \$15,000.00; GCL/Rao Account - \$6,978.87; Dhein Memorial Account - \$3,042.56; Hampel Memorial Account - \$2,080.76. MOTION (Seiser, Brady): Accept the Treasurer's Report. Motion carried (5-0).

Discussion: Funds from the Book Sale were recorded and a check was written to the vendor. WE Energies sent a check for donations from their employees. Vosen tracks the amount from each donor; plaques are placed on the donor wall after individual donated amounts have reached \$500.00. Brady questioned disposition of the County Capital Offset check. Those dollars are recorded by the Village Finance Officer and do not go through the GCL treasurer.

MOTION (Seiser, Musbach) In the interest of limiting discussion, the treasurer does not need to verbally refer to line items on the report that reflect amounts or changes of \$5.00 or less. (Motion carried: 3 aye, 1 abstain, 1 opposed).

ACCOUNTS PAYABLE. MOTION (Musbach, Brady): Approve the schedule of operating vouchers and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Myers, n/p; Trustee Brady, aye, Trustee Musbach, aye; Trustee Seiser, aye; Trustee O'Brien, n/p.

BUDGET PRINTOUT. The budget printout was reviewed.

Discussion: The budget was printed as one page only. There was no second page. Brady asked if the line item changes discussed at the June meeting were reflected in the July printout. Seiser and Musbach explained that accounting practices may affect the timeliness of when changes are reported. A vote taken last month to approve payment may not show payments in the report immediately following that vote. Auditors track the amounts when the books are reviewed. Some payments are not presented to GCL for approval but are handled at the Village level; budgeted line items are divided by 12 to get an annual average, even though actual monthly payments will vary.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Olson has received the booklet for FY2016. There were no directions regarding limits on budget requests. The budget request deadline is the end of August.

COUNTY. Vosen: The next meeting is scheduled for Friday August 14 one-half hour earlier than the normal time. Friday is not a normal meeting day. There have been no indications of what is being considered for FY2016 budget concerns.

SYSTEM. Library directors requested that the subscription to Zinio [online magazines] be discontinued due to low patron usage. GCL will see an increase of about \$4100.00 in System services cost and expenses next year. Vosen suggested that this increase be included in the FY2016 budget as a 'cost of doing business.' County dollars can also help cover the increase if County allocations are great enough.

PRESIDENT'S REPORT. Nelson initiated a discussion regarding keeping Village Board Members informed about the changes at MWFLS.

Discussion: Village Board trustees have received copies of letters from Jefferson County and Randolph regarding their withdrawal from MWFLS. Information about these changes has been discussed with Trustee Myers and is recorded in GCL meeting minutes. It was suggested that a letter of explanation also be sent to Village Board members as these System changes will impact the GCL budget allocations. Seiser recommended that the concerns be discussed with Trustee Myers before any action is taken. Nelson mentioned that it would be good to have a written list as a talking point guide if questions from the public should arise. Library directors have discussed this, but they are waiting to see if MWFLS generates an information sheet before they compile one of their own. Vosen reminded the Board that care should be taken in how any information is shared in order to avoid violating Open Meeting regulations. At a recent seminar it was stated that even email discussions would be in violation if too many members were included. Seiser stated that it's safest to not discuss Library business in any social situation. The annual Trustee dinner has been replaced with a luncheon. Library governance and administration Webinars are available for library trustees.

DIRECTOR'S REPORT. Olson: GCL recently purchased 1500 DVD security cases from the Menomonee Falls library for \$1 each. New cases cost about \$7.00. The Summer Reading Program is going strong; over 1100 children have signed up and program participation is high.

UNFINISHED BUSINESS

TRIO/MWFLS Update: Information

Trio is running well. Jefferson County is entering the final phases of removal from MWFLS. MWFLS patrons will no longer see or be able to place holds on Jefferson County items in the trio catalog. MWFLS will continue to function through 2016 under the guidance of an interim director [not yet chosen] for administrative purposes. Support staff at MWFLS will be retained as part time except for IT, which is full time.

NEW BUSINESS

FY2016 Budget-Preliminary Information/Discussion

GCL Budget committee will meet during the first part of August, date to be selected and confirmed by committee members (President Nelson, Treasurer Vosen) and Director Olson.

Election of Officers: President, Vice President, Treasurer

Nominated for President: Joyce Nelson MOTION to accept (Seiser, Brady). Motion carried (4-0)

Nominated for Vice President: Ronald Seiser MOTION to accept (Nelson, Vosen) Motion carried (4-0)

Nominated for Treasurer: Darlene Vosen MOTION to accept (Seiser, Nelson) Motion carried (4-0)

Annual Evaluation of Library Director: [Agenda amended to read:] The Village of Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (C): --Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

Discussion: Seiser question why the agenda had been amended from the form traditionally used for GCL Board meetings. Olson explained that due to recent reviews of the Open Meeting Laws the Village Clerk suggested the more complete verbiage be used.

MOTION: (Nelson, Brady) Adjourn to closed Session. Motion carried (5-0).

Closed session convened at 6:53 p.m., July 22, 2015.

MOTION: (Musbach, Brady) Adjourn closed session at 7:12 p.m., July 22, 2015. Motion carried (5-0).

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, August 26, 2015, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:13 p.m.

Janine L. Moffitt
Administrative Assistant