

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 23, 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, September 23, 2015. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Charlene Brady, Ronald Seiser, Brenda O'Brien. **Members absent:** Dennis Myers (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given.

MOTION (Vosen, Musbach): Approve the agenda as published. Motion carried (6-0). **MOTION (Brady, Vosen):** Approve the minutes of the August 26, 2015, meeting as corrected: [page 2, ¶3, Line 8 {Washing} (Washington)]. Motion carried (6-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 23, 2015: Board Checking Account - \$622.62; Board Savings Account - \$5,982.62; DML Building Fund - \$64,915.11 [Penny Jug - \$933.92]; Building Fund CD Account #1- \$15,000.00; Building Fund CD Account #2- \$15,000.00; GCL/Rao Account - \$6,979.11; Dhein Memorial Account - \$3,042.56; Hampel Memorial Account - \$2,080.76. **MOTION (Nelson, O'Brien):** Accept the Treasurer's Report. Motion carried (6-0).

Discussion: Vosen pointed out that as of June Guaranty Bank is charging \$2.00 for printed account statements. There is no charge for online statements. The Village requires a printed statement, which Vosen will download and print to give to Olson for the Village. The Board expressed a lack of confidence in Guaranty Bank. O'Brien introduced discussion of what to do with the CDs that are now at Guaranty Bank when they mature in November. **MOTION (Seiser, Musbach)** Vosen has the Board's permission to move the CDs to another account or bank at her discretion when they mature, based on research she will conduct between now and the date of maturation. Motion carried (6-0).

ACCOUNTS PAYABLE. **MOTION (Nelson, Seiser):** 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, aye.

BUDGET PRINTOUT. The budget printout was reviewed. Olson has discussed the General Ledger Trial Balance sheet with the Village Finance Officer regarding lines 3031 and 3161, per direction of the GCL Board at the August board meeting. Line 3031 (\$37,704.82) is a balance of unexpended County dollars set aside for an anticipated expense in 2007/08 that did not materialize. The funds are available for GCL use at any time. The Board opted to leave the funds where they are for the present. Line 3161 reflects the amount of County Capital Spending dollars (which must be matched by the Village before they can be spent) and the investment market fluctuations that affect the balance in the account. The terms debits and credits are bookkeeping indicators, not actual spending or deposits.

Musbach asked if the contract for cleaning the library expires soon. Adequate cleaning has been an ongoing issue at the library. Olson stated that the contract expires at the end of 2015. DPW presented a request to the Village Board for a maintenance position to be added to the Village employee roster, but the Board was not receptive. Bids for a new contract will be open for consideration by the Village Board. DPW has reviewed and amended the contract based on current concerns. Village department heads hope to be kept informed as the process progresses.

Olson reviewed the dispersal of the latest Washington County remittance as it is listed on the check stub.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Copies of the Village 2016 Budget Calendar were distributed. GCL is scheduled for Thursday, October 8, 2015 beginning at 6:00 p.m.

COUNTY. Vosen: The next County Library Services Board meeting is scheduled for October 22, 2015. There is a December 3, 2015 meeting scheduled to discuss the status of the MWFLS negotiations and developments. More information will be discussed in "Unfinished Business: TRIO/MWFLS update."

SYSTEM. Report in "Unfinished Business: TRIO/MWFLS update."

PRESIDENT'S REPORT. Nelson is again on the Holiday Celebration committee. MOTION: (Seiser, O'Brien) Allocate \$150.00 for sponsorship for the event. Motion carried (5-1).

DIRECTOR'S REPORT. Olson: The GCL Friends of the Library annual meeting is October 14, 2015. Entrees are being accepted for the Art Contest. New staff members have been hired to replace those who have retired. Seiser again mentioned that he would appreciate name tags for staff.

UNFINISHED BUSINESS

TRIO/MWFLS UPDATE: INFORMATION

Vosen: Washington County Library Services Board has agreed to suspend investigation into possible system alternatives for the five county libraries until MWFLS has completed research and has presented suggestions to Dodge and Washington County MWFLS members. Vosen stated that she was the only Washington County Library Services Board member who had information and questions regarding the upcoming System changes. MWFLS has appointed a 12-member committee that will act on the report as it is presented by the consultant and MWFLS. The five Washington County libraries' have some concerns about the administration of a 2-county system including: cost allocations, how votes will count (one library/one vote or weighted by circulation, size, etc.), percentage per library for payment for services, etc. Other concerns involve merging with another System: will library administrators be asked for input in System decisions; who will bear the expense of merging if the automation system is different; how much will each library have to pay for services; what services will be provided, etc. At this time, Waukesha is not looking to merge any other county into its System. Because many Dodge County library boards don't meet in December, the new deadline for MWFLS to present its strategic plan is November 25, 2015.

Olson noted that since Jefferson County has moved its database to Waukesha County, Germantown patrons can no longer place holds on their material. Items must be requested through the Interlibrary Loan process. The changes most noticeable to patrons are not being able to place holds directly and that newer items will not become available for loan until they are one-year old, as well as slower delivery time. These changes affect the amount of time that staff devotes to answering questions and problem solving for patrons.

NEW BUSINESS

FY2016 BUDGET-DISCUSSION/INFORMATION

Brady noted that the line changes approved by the GCL Board before approving the budget draft at the August 2015 Board meeting were not reflected in the printout of the budget draft that will be presented to the Village Board for approval. GCL Board members questioned how the Village FO or Village Administrator can make changes in the submitted GCL budget draft without the GCL Board being informed. Olson verified the dates of the next three GCL Board meetings: October 28, November 18, and December 16.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, October 28, 2015, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:07 p.m.

Janine L. Moffitt
Administrative Assistant