

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 27, 2016

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, April 27, 2016. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ronald Seiser, Kim Musbach, Darlene Vosen. **Members absent:** Brenda O'Brien (exc.). **Also present:** Library Director Roberta Olson, GCL staff member Trisha Smith, GCL Sara Hildebrand. Proper notification of the meeting had been given. MOTION (Vosen, Brady): Approve the agenda as published. Motion carried (6-0). MOTION (Seiser, Vosen): Approve the minutes of the March 23, 2016 meeting. Motion carried (6-0).

PUBLIC INPUT. None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 27, 2016: Board Checking Account - \$395.95; Board Savings Account - \$5,983.31; DML Building Fund - \$51,497.19 [Penny Jug - \$998.86]; Building Fund CD Account #1- \$15,000; Building Fund CD Account #2- \$15,000; Building Fund CD Account #3- \$15,000; GCL/Rao Account - \$6,979.91; Dhein Memorial Account - \$3,042.86; Hampel Memorial Account - \$2,080.97. MOTION (Seiser, Nelson): Accept the Treasurer's Report. Motion carried (6-0).

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

BUDGET PRINTOUT. The budget printout was reviewed. Olson explained that the amount of funds paid toward utilities can vary from month to month based on the adjustment of payment.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. None.

COUNTY/SYSTEM. Vosen: The Washington County Library Services Board Meeting took place on April 14th. Comments will be addressed in the TRIO/MWFLS Update.

PRESIDENT'S REPORT. None.

DIRECTOR'S REPORT. Olson: The library is currently running out of space, especially in the DVD collection. Options to add additional space to this area include buying more units and expanding into either the center isle or paperback collection or buying more shelves to expand upwards. Options will be reviewed before the next meeting. There is also a concern about the lack of copies the library has of popular DVDs due to the holds ratio from the Trio system and Washington county libraries. Board members discussed this concern and felt that having a greater variety of DVDs was more beneficial to the Germantown community than having multiple copies of all of the popular DVDs. The library is also currently purchasing some additional copies of the most popular DVDs to hopefully cut back on this problem.

UNFINISHED BUSINESS

TRIO/MWFLS Update: Olson reports that the discussion is continuing to go forward with the merge of the Mid-Wisconsin Federate Library System to the Eastern Shores Library System. The official merge is set to take place in January of 2017. The library received a draft budget on April 21, 2016 and the costs will be similar to what they were this year. Olson also reports that the system voting of library directors is now weighted based on circulation and service population. Germantown will be granted three votes.

Tax Intercept: Information/Discussion/Possible Action: All board members received the "Refund Interception guide for Counties and Municipalities" from the State of Wisconsin Department of Revenue. Olson reported that outstanding overdue fines on a report ranged from \$20 to \$1500, but the majority were under \$100. Board members discussed possible procedures for collecting overdue fine money through

refund interception on Wisconsin taxes. Questions that came up included cost of staff time and materials, how to locate patrons that have moved, and if the parent/legal guardian or the child would be responsible for an adult's overdue fine that occurred when they were a minor. Vosen requested information regarding the age of the debts and the total amount in order to go forward with the process. Olson will report back on the estimated amount of time and resources needed to contact individuals with outstanding fines.

NEW BUSINESS

Adjourn to Closed Session: Germantown Community Library Board was called to closed session by President Joyce Nelson at 6:40 p.m. on Wednesday, April 27, 2016.

Re-Enter Open Session: Germantown Community Library Board was called to re-enter open session by President Joyce Nelson at 7:50 p.m. on Wednesday, April 27, 2016. Olson announced that she will be retiring from her position as Library Director in late June. MOTION (Vosen, Nelson): Appoint Germantown Community Library Administrative Assistant Trisha Smith as Interim Director until a new Library Director is hired. Motion carried (6-0).

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, May 25, 2016, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:55 p.m.

Patricia A. Smith
Administrative Assistant