

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

June 22, 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, June 22, 2016. **Members present:** Joyce Nelson, Charlene Brady, Ronald Seiser, Kim Musbach, Darlene Vosen. **Members absent:** Dennis Myers (unex.), Brenda O'Brien (ex.). **Also present:** Library Director Roberta Olson, GCL staff member Trisha Smith, GCL staff member Sara Hildebrand, GCL staff member Stephanie Reister. Proper notification of the meeting had been given. MOTION (Vosen, Seiser): Approve the agenda as published. Motion carried (5-0). MOTION (Vosen, Brady): Approve the minutes of the May 25, 2016 regular meeting. Motion passed (5-0). MOTION (Vosen, Brady): Approve the corrected minutes of the April 27, 2016 regular meeting. Motion passed (5-0). MOTION (Seiser, Vosen): Approve the minutes of the June 2, 2016 search committee meeting. Motion passed (5-0).

PUBLIC INPUT. None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 22, 2016: Board Checking Account - \$595.95; Board Savings Account - \$5,983.43; DML Building Fund - \$51,498.78 [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 - \$6,980.05; Dhein Memorial Account - \$3,042.86; Hampel Memorial Account - \$2,080.97. MOTION (Nelson, Musbach): Accept the Treasurer's Report. Motion carried (5-0). Vosen explained that the deposit made on May 31, 2016 for the "First Bank Brat Fry for SRP" in the amount of \$200 is for the Summer Reading Program and will go out of the account. There are currently three specials for the Building Fund CD accounts. MOTION (Seiser, Nelson): Purchase an additional CD in the amount of \$15,000 that will mature in 13 months. This will allow CDs to be rolled over about every six months. Motion passed (5-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Musbach): Approve the schedule of operating vouchers for May and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye. Olson explained that the initials for the 10-551-530-1810 account were for payment to board members for attending library board meetings in January through June of this year.

BUDGET PRINTOUT. The budget printout was reviewed.

### REPORTS

VILLAGE/COUNTY/SYSTEM. None.

VILLAGE. None.

COUNTY/SYSTEM. Vosen: There will be a special meeting of the Washington County Library Services Board on July 6, 2016 at 1:30 p.m. to approve the Joint Merger Committee Recommendation Report between the Eastern Shores Library System and the Mid-Wisconsin Federated Library System. There will also be new members joining the service board at this meeting. The regular meeting will take place on August 18, 2016 at 1:30 p.m. and will deal mostly with the budget for 2017. Board members reviewed the Recommendation Report and agreed that Vosen should vote to approve the report at the meeting on July 6. Vosen stated that the Germantown Community Library is saving about \$5,700 on system fees compared to last year and that most libraries will also be saving money. The total savings from all libraries in the new system comes out to about \$98,000. Board members agreed that the Recommendation Report was a good compromise between the two systems.

PRESIDENT'S REPORT. Roberta Olson was given a brick and other gifts for her service as the library director of the Germantown Community Library for over 20 years.

DIRECTOR'S REPORT. Olson: The three additional DVD shelving units have been installed and were paid for by the Friends of the Library. The total count for the Summer Reading Program sign-up is 840.

This is up from the last two years at this time. The Dueling Pianos are performing tomorrow from 10 a.m. until 2:00 p.m.

### **UNFINISHED BUSINESS**

TRIO/MWFLS Update: Board members asked what the next steps are after the Joint Merger Committee Recommendation Report is approved. Olson explained the proposed timeline for the process of merging with Eastern Shores and stated that the merge is due to be complete by the end of the year.

### **NEW BUSINESS**

Library Director Committee Update: Board members discussed the “Germantown Community Library Director Pre-screening Check-list” handout that was created for the Library Director search. Vosen also handed out the “Authorization for Release of Information” form that the village uses for back-round checks of new or perspective employees. MOTION (Seiser, Nelson): The “Authorization for Release of Information” form will be used for the final candidates after interviews for the top candidates for the Library Director position. Motion carried (5-0). MOTION (Seiser, Vosen): Add “Demonstrates leadership skills.” after #2 in Secondary criteria on the “Germantown Community Library Director Pre-screening Check-list.” Motion carried (5-0). Olson will look into possible librarians to assist in reviewing the applications.

### **ANNOUNCEMENTS AND ADJOURNMENT**

The next search committee meeting of the Library Board Search Committee will be Wednesday, July 13, 2016. The next regular meeting of the Library Board will be Wednesday, July 27, 2016, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 6:44 p.m.

Patricia A. Smith  
Administrative Assistant