GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD**

DATE AND TIME: **WEDNESDAY July 27, 2016 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**
COMMUNITY MEETING ROOM

I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.

II. **ROLL CALL:**

III. **APPROVAL OF AGENDA:**

IV. **APPROVAL OF MINUTES: June 22, 2016 REGULAR MEETING**
APPROVAL OF MINUTES: July 13, 2016 SEARCH COMMITTEE MEETING

PUBLIC INPUT: Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

V. **FINANCIAL MATTERS:**
A. Treasurer's Report
B. Accounts Payable
C. Budget Printout

VI. **REPORTS:**
A. Village/County/System Reports
B. President's Report
C. Director's Report

VII. **UNFINISHED BUSINESS:**
A. TRIO/MWFLS Update: Information

VIII. **NEW BUSINESS:**
A. Library Director Search Committee Update
B. Future Approval of Time Card for Library Director Position
C. Election of Officers: President, Vice-Present, Treasurer
D. **ADJOURN: To Closed Session** Discussion and possible action regarding the FLAS (Fair Labor Standards Act) Final Rule to Update the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees. Village of Germantown Community Library Board may go into closed session as per Wis.Stats.19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.

Forthcoming meeting: Regular Library Board: August 24, 2016 – Community Room-Germantown Community Library

UPON REASONABLE NOTICE, *efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Library Director at (262)253-7760 at least 2 days prior to the meeting.*

Notice *is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.*

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING
May 25, 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, May 25, 2016. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ronald Seiser, Kim Musbach, Darlene Vosen, Brenda O. Brien. **Members absent:** None. **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, Myers): Approve the agenda as published. Motion carried (7-0). MOTION (Brady, Nelson): Approve the minutes of the April 27, 2016 meeting. Motion failed (7-0). MOTION (Vosen, Seiser): Approval of minutes of the April 27, 2016 meeting will take place at the June 22, 2016 meeting with the following changes: remove Brenda O'Brien from members present and all motions carried, add "Re-Enter Open Session" statement after "Adjourn to Closed Session" statement, add any motions carried after the session was reopened. Motion carried (7-0).

PUBLIC INPUT. None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 25, 2016: Board Checking Account - $395.95; Board Savings Account - $5,983.35; DML Building Fund - $51,497.61 [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 - $6,979.97; Dhein Memorial Account - $3,042.86; Hampel Memorial Account - $2,080.97. MOTION (Musbach, Vosen): Accept the Treasurer's Report. Motion carried (7-0). Vosen will get more information about a possible new CD for the next meeting.
ACCOUNTS PAYABLE. MOTION (Vosen, Seiser): Approve the schedule of operating vouchers for April 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, Trustee O'Brien, aye.
BUDGET PRINTOUT. The budget printout was reviewed. Olson explained that all lines of the budget are tracking well at this time.

REPORTS

VILLAGE/COUNTY/SYSTEM.
VILLAGE. None.
COUNTY/SYSTEM. Vosen: The date for the Washington County Library Services Board Meeting in August has been moved. There will be new county representatives.
PRESIDENT'S REPORT. None.
DIRECTOR'S REPORT. Olson: All members received a copy of the 2016 Summer Reading Program bookmark. The program is geared towards children birth through 6th grade and will begin on June 6, 2016. Programs include completing reading logs, baby/toddler and preschool Storytime, Inner Artist Storytime, various performers, and a special program on August 2, 2016 with the Milwaukee Brewers Famous Racing Sausages. Programs with a star have been sponsored by the Friends of the Germantown Community Library. There is also a Young Adult reading program for students in 7th through 12th grade.

UNFINISHED BUSINESS

TRIO/MWFLS Update: Olson distributed a list of proposed fees in 2017 for the MWFLS libraries. At this time, the estimated increase for Germantown will be around $2,200 as compared to last year. MWFLS is scheduled to merge with the Eastern Shores Library System in January of 2017.

NEW BUSINESS

Library Director Committee Update: A copy of the Library Director job description was reviewed by board members. An email account has been setup through MWFLS to receive applications. Board members discussed criteria for hiring a new director including the applicant's education, experience, and skills. Vosen also explained the process of hiring a new library director when she was involved in this search twenty years ago. The following changes were made to the Library Director Employment Opening: add working with the Washington County Library Services Board and the Mid-Wisconsin Federated Library System to primary duties, add that the salary is negotiable based on skills as well as experience, and include the total circulation data for 2015 and the budget for 2016. Dates for posting and closing the position were discussed. MOTION (Brady, Vosen): Approve the updated Library Director Employment Opening and have it posted by June 1, 2016 with a closing date of July 5, 2016. Motion carried (7-0). Additional criteria for the Library Director position will be discussed at the next Search Committee Meeting.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, June 22, 2016, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:08 p.m.

Patricia A. Smith
Administrative Assistant

GERMANTOWN COMMUNITY LIBRARY BOARD

SEARCH COMMITTEE MEETING MINUTES

June 2, 2016

Large Study Room

Call to order: Board Chairperson Nelson called the meeting to order at 11:00 a.m.

Roll Call: Committee Members: Joyce Nelson, Darlene Vosen and Ron Seiser were all present. Al present Library Director, Roberta Olson.

Approval of Agenda: Seiser moved that the agenda be approved as presented. Nelson seconded and Vosen approved.

In discussion, the Committee reviewed the finalized job description from the May 25, 2016 Library Board Meeting. The description will be posted later today on the Wisconsin Library Association Job Board. It will remain posted until July 5, 2016 at 5 p.m.

Meeting adjourned at 11:21 a.m.

Respectfully submitted

Roberta Olson

Library Director