

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD**

DATE AND TIME: **WEDNESDAY October 26, 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: September 28, 2016**

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. Tax Intercept of Library Fines & Fees: Updates
- B. FY 2017 Budget: Updates
- C. Suggested Revisions to Circulation Policy
- D. Suggested Revisions to Study Room Policy

VIII. **NEW BUSINESS:**

- A. 2017 Closed Dates

Forthcoming meeting: Regular Library Board: November 16, 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

August 24, 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, August 24, 2016. **Members present:** Joyce Nelson, Charlene Brady, Ronald Seiser, Kim Musbach, Darlene Vosen. **Members absent:** Dennis Myers (exc.), Brenda O'Brien (exc.). **Also present:** Library Interim Director Trisha Smith, GCL staff member Sara Hildebrand. Proper notification of the meeting had been given. MOTION (Brady, Vosen): Approve the agenda as published. Motion carried (5-0). MOTION (Brady, Musbach): Approve the minutes of the July 27, 2016 regular meeting. Motion passed (5-0). MOTION (Musbach, Seiser): Approve the minutes of the August 5, 2016 search committee meeting. Motion passed (5-0). MOTION (Vosen, Musbach): Approve the minutes of the August 19, 2016 budget committee meeting. Motion passed (5-0).

PUBLIC INPUT. None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 24, 2016: Board Checking Account - \$663.98; Board Savings Account - \$5,983.62; DML Building Fund - \$36,504.60 [Penny Jug - \$1,113.91]; Building Fund CD Account #1- \$15,000; Building Fund CD Account #2- \$15,000; Building Fund CD Account #3- \$15,000; Building Fund CD Account #4- \$15,000; GCL/Rao Account - \$6,980.27; Dhein Memorial Account - \$3,042.86; Hampel Memorial Account - \$2,080.97. MOTION (Nelson, Seiser): Accept the Treasurer's Report. Motion carried (5-0). Vosen: The Deposit of +\$0.01 in the Guaranty Bank Building Fund Account and the Guaranty Bank ROA Account is due to a requirement from the bank to have activity in the accounts.

ACCOUNTS PAYABLE. MOTION (Nelson, Seiser): Approve the schedule of operating vouchers for August 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. Smith: The payment to the Horicon Library in the amount of \$51.93 from account 10-551-530-3645 (Audio Visual – County System) was for two replacement DVDs that were owned by Horicon and lost by a Germantown patron. Germantown will continue to bill the patron and the funds will be returned to Germantown when payment is received.

BUDGET PRINTOUT. The budget printout was reviewed. Smith: The negative amount in line 10-551-530-3665 (Computer Service – County) was an access amount of money due to a Washington County payment that was posted to the expense account. There should be a future bill to offset this amount. Board members discussed that the amount of utilities have been lower than originally budgeted for the year. Members agreed that even though the amount has been lower, it is hard to know if this trend will continue into the next year. Board members requested a detailed print out of the utility costs on a monthly basis for this year and last year and would also like to be informed of when the LED lights were installed in the library.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. None.

COUNTY/SYSTEM. Vosen: The Washington County Library Services Board met last week. Due to Act 420, the amount of Washington County funds that are transferred to other counties increased from \$115,558 to \$124,193. In the past, the county has been able to use carryover money to make up for this amount, but these funds are now used up. It was recommended that Washington County increases funds by \$8,635 to make up for this amount, but the Administrative Committee voted against this recommendation.

PRESIDENT'S REPORT. Nelson: The replacement plaques for the patio benches been installed. Paychecks were distributed to library board members for attendance at January through June meeting in 2016.

DIRECTOR'S REPORT. Smith: The Summer Reading Program is wrapping up in the next few weeks. All programming and the young adult reading program ended on August 5th, but children birth through sixth grade can turn in their reading logs until August 31st. The library had 1,102 children birth through sixth grade sign-up for the program, 93 young adult participants, and a total of 2,957 patrons in attendance at programs throughout the summer. Two pages have been hired and the library will also be hiring a part-time employee at the end of August. The main focus for the library until the end of the year will be training staff on the new operating system and ensuring that the merge with the Eastern Shores Library System goes as smoothly as possible.

UNFINISHED BUSINESS

TRIO/MWFLS Update: Smith: The merge between the Mid-Wisconsin Federated Library System and the Eastern Shores Library System has been approved by Washington, Dodge, Ozaukee, and Sheboygan counties. The MWFLS library directors had a joint meeting with the Eastern Shores library directors on August 10. The meeting included meeting the staff of the new system, updates on implementation committees, and timelines for various training, testing, and shut down dates. Similar meetings will continue on a monthly basis until the merger is complete. MWFLS will also continue the Director's Council and Trio monthly meetings until further notice. The contest for the new system name and logo will begin on Wednesday, August 17 and end on Friday, October 7. All directors, staff, volunteers and trustees are encouraged to participate and the reveal of the new name and logo will take place at the WLA conference in late October.

Tax Intercept of Library Fines & Fees: Information: Smith: The Village of Germantown has agreed to possibly assist in sending out letters after fines and fees are not paid when the library sends out notices at 7, 14, and 60 days. If the library board decided to take advantage of this, funds would either get added to the property taxes for Germantown homeowners or be sent to a collection agency. Decisions will need to be made on the minimum amount of fines and fees to be collected and how far the library is able to collect this money. Patrick from MWFLS is working on an updated spreadsheet that will show the amount and date of all uncollected fines and fees.

NEW BUSINESS

FY 2017 Budget: Board members reviewed the proposed budget that was discussed at the special budget committee meeting on August 19. The total levy for Washington County will be \$1,185,144 in 2017 compared to \$1,209,611 in 2016. These funds are distributed to Washington County libraries based on the percentage of total circulation. Germantown usually estimates this percentage at 20%, but is recommending using 18% due the percentage of circulation slightly decreasing and the decrease in funds from Washington County due to Act 420. The board is requesting the village to match funds in the amount of \$10,000 in line 10-551-530-3600 (Books) and \$5,000 in line 10-551-530-3640 (Audio Visual) to make up for this amount. The board also requests to leave line 10-551-530-7100 (Utilities) at the budgeted amount for 2016 at \$80,000. **MOTION (Vosen, Seiser):** Accept the changes of the FY 2017 budget as suggested. Motion carried (5-0).

Suggested Revisions to Circulation Policy: Nelson: An incident occurred involving the registration of library cards and resulted in the board reviewing the Circulation Policy. The current policy states that children "must be able to legibly write/print their full name or be in kindergarten." Board members discussed the current policy of when a child is allowed to register for a library card and agreed that there should be an exact age or time when a child is allowed to get their own card. The Suggested age was five years old. Also discussed was the removal of all language involving videocassettes and cassettes because the library no longer has these collections. Nelson also addressed the loan limits on items and members discussed possible increases to these limits. Vosen requested staff input and questions on these suggestions.

Discussion and possible action regarding the FLAS (Fair Labor Standards Act) Final Rule to Update the Regulations Defining the Delimiting the Exemption for Executive, Administrative, and Professional Employees:

Adjourn to Closed Session: Germantown Community Library Board was called to closed session by President Joyce Nelson at 7:44 p.m. on Wednesday, August 24, 2016.

Re-Enter Open Session: Germantown Community Library Board was called to re-enter open session by President Joyce Nelson at 8:03 p.m. on Wednesday, August 24, 2016.

MOTION (Vosen, Seiser): Effective December 1, 2016: All positions at the Germantown Community Library, other than the director, will be hourly. Any time worked over 40 hours per week will need prior approval by the director and will be compensated with a schedule adjustment Motion passed (5-0).

Patricia A. Smith
Interim Director

Library Director Search Committee Update:

Adjourn to Closed Session: The Germantown Community Library Board was called to closed session by Nelson at 8:05 p.m. for the Library Director Search committee update.

Re-enter Open Session: The Germantown Community Board was called to re-enter open session by Nelson at 8:40 p.m.

Motion (Seiser Vosen): The Library Board President, Nelson, will investigate the process of how to go about offering the Director job. Motion passed (5-0).

Meeting adjourned at 8:41 p.m.

Respectfully submitted
Joyce Nelson
President
Germantown Community Library Board