

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 26, 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, October 26. **Members present:** Joyce Nelson, Charlene Brady, Ronald Seiser, Dennis Myers, Darlene Vosen, Kim Musbach (late). **Members absent:** Brenda O'Brien (unexc.). **Also present:** Library Director Trisha Smith, Admin Asst Connie Lloyd.

Proper notification of the meeting had been given.

MOTION (Vosen, Myers): Approve the agenda as published. Motion carried (5-0).

MOTION (Vosen, Brady): Approve the minutes of the September 28, 2016 regular meeting with correction of 'guaranty Band' to 'Guaranty Bank' and the Board checking account balance changed from \$663.98 to \$642.98. Motion carried (5-0).

PUBLIC INPUT. None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 26, 2016: Board Checking Account - \$481.67; Board Savings Account - \$5,983.72; DML Building Fund - \$36,554.43 [Penny Jug - \$1,161.91]; 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 - \$6,980.39; Dhein Memorial Account - \$3,042.86; Hampel Memorial Account - \$2,080.97. MOTION (Brady, Myers): Accept the Treasurer's Report. Motion carried (5-0). Vosen: Children's Librarian requested the Friends hold funds raised from the Book Fair and a brat fry for 2017 summer programs. Vosen will provide recording keeping of disbursements. Board approval is not required for disbursement to the Children's Librarian. Myers will follow-up with Village Hall to verify they have not established other alternatives. MOTION (Seiser, Nelson): Vosen will track and distribute summer reading proceeds as needed for the GCL children's summer programs. Motion carried (5-0).

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

BUDGET PRINTOUT. The budget printout was reviewed.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

SYSTEM. Nelson: Monarch System Implementation Plan is on schedule for implementation Dec. 15, 2016. The system has added five new board members. Mid-Wisconsin Federated Library System will be responsible for a reduced contract buyout with SIRSI of \$150,000. Individual libraries are not responsible.

COUNTY. Vosen: The next Washington County meeting will take place on January 19, 2017 at 1:30pm. Smith/Nelson distributed 'Distribution of Funds Based on Third Quarter 2016 Circulation' and the 'Quarterly Invoice for Outreach Services Librarian'. GCL will receive \$53,702 (18.6930%) of county 'Non-Served Non-Resident Washington County Circ' \$287,283 disbursements.

PRESIDENT'S REPORT. Nelson prepared a handout explaining the financial impact Act 420, passed by the Wisconsin Legislature in 2006, has on county finances for library funding. Counties must pay adjacent counties for their residents, whom do not have their own public library (i.e. Colgate), for the cost of serving those residents. Nelson suggests the Friends of the Library begin an awareness program for affected communities to encourage them to use a Washington County public library when possible. Nelson and Smith will work out the language and bring to next meeting.

DIRECTOR'S REPORT. Smith: Staffing changes include some promotion of current staff and hiring one part-time Specialist I to replace an open part-time position. The library is continuing preparations for the

upcoming merge in mid-December including mapping, circulation training, and cataloging training. There are also additional meetings with the Monarch Library System. Smith provided a copy of the new approved logo and copies of flyers and bookmarks provided by the system. Signs have been posted for staff in the library announcing the transition and corresponding library close dates. A test server is now available. A sample of the 'Monarch Library System Membership Agreement' and 'Monarch Library System ILS Membership Agreement' were provided for review. The final copy with GCL specific information will be provided at the next meeting. Full-time staff are attending WLA Conference at various days this week.

UNFINISHED BUSINESS

Tax Intercept of Library Fines & Fees: Information; Smith provided a report from Patrick, at the system, that identifies the amount of outstanding library fines and fees due by year. Smith also provided a sample of the current Fine/Fee Letter that GCL sends at 60 days. Smith will follow up with the Village on details of the process. MOTION (Seiser, Brady): GCL collect 2015/2016 past fines/fees through the Village. DISCUSSION: Propose amendment to the motion for \$20 minimum collection amount. Ensure the collected fines/fees go to the Library funds and not into general Village funds. Motion carried with amendment (6-0).

FY 2017 Budget: Nelson presented updates to the FY 2017 budget. The final hearing will take place on November 21, 2016.

Suggested Revisions to Circulation Policy: Second reading. Smith recommended modification to the new DVD checkout limit to restrict 'New DVDs' (within six months of release date) to four items. Smith is adding terminology in 'FINES' section, page two to reflect fines over \$20 will be referred to a collection agency. Changes will be made to the wording in the 14 day notice that patrons will be billed if payment is not received. The 60-notice letter will become the final bill. MOTION (Vosen, Musbach): Approve suggested changes and have Smith provide final copy at November meeting. Motion carried (6-0).

Suggested Revisions to Study Room Policy: Second reading. Changes were approved and final copy will be presented at November meeting.

NEW BUSINESS

2017 Calendar: Smith provided proposed 2017 calendar. There was discussion whether GCL should also be closed Saturday 4/15 (Easter weekend) and Monday 7/3. For Monday 7/3, full-time staff would be required to take a vacation day or make up the hours. Library would be open Saturday 7/1. MOTION (Seiser, Musbach): GCL be closed 4/15 and 7/3 in addition to submitted calendar. Motion carried (5-1).

Seiser requested Staff Name Tags be added to New Business for November meeting.

Meeting adjourned at 7:26 p.m.

Connie Lloyd
Administrative Assistant