

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

November 16, 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, November 16, 2016. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Kim Musbach (late), Dennis Myers, Brenda O'Brien. **Members absent:** Ronald Seiser (unexc.) **Also present:** Library Director Trisha Smith, Admin Asst Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Myers, Brady): Approve the minutes of the October 26, 2016, meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 16, 2016: Board Checking Account - \$481.67; Board Savings Account - \$5,983.77; DML Building Fund - \$36,555.36 [Penny Jug - \$1,161.91]; Building Fund CD Account #1- \$15,000.00; Building Fund CD Account #2- \$15,000.00; Building Fund CD Account #3- \$15,000.00; Building Fund CD Account #4- \$15,000.00; GCL/Rao Account - \$6,980.45; Dhein Memorial Account - \$3,042.86; Hampel Memorial Account - \$2,080.97. MOTION (Brady, O'Brien): Accept the Treasurer's Report. Motion carried (6-0).

MOTION (Myers, Vosen): Withdraw approximately \$900 from the Hampel Memorial Account and place into checking account for purchase of new books. Propose to keep balance of account at \$1200. Motion carried (6-0).

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

BUDGET PRINTOUT. The budget printout was reviewed. Funding of salary raises will be the responsibility of the library budget. March is when county carryover is determined and raises will be reviewed. Salary information from other libraries in our system will be collected after the January 1st.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. November 21, 2016 will be village budget meeting with community. Myers was appointed by Governor Walker for the State Library Board. He is on the subcommittee to expand the use and awareness of BadgerLink resources.

COUNTY. Vosen. Announced new county board members.

SYSTEM. Smith. Defer to Director's Report.

PRESIDENT'S REPORT. Nelson. Participants of Christmas Festival Walk/Run – 269 walkers/runners.

DIRECTOR'S REPORT. Smith. Provided quarterly statistics. Flyers with system change dates posted throughout the library. Provided a conversion timeline. Sculptor of the copper bison display will speak to the public on November 22, 2016.

UNFINISHED BUSINESS

TAX INTERCEPT OF LIBRARY FINES & FEES UPDATE. Village must receive information by November 1 to place on tax bill as a “special assessment”. If patron does not pay their full tax bill, the special assessment is paid first. This will not cover those patrons that live outside the Germantown tax district.

MOTION (Vosen, Myers): Create subcommittee of Library Board - ‘Tax Intercept of Library Fines & Fees Committee’ with Nelson, Myers and Smith. Motion carried (6-0).

FY 2017 BUDGET UPDATE. Village meeting with community on November 21, 2016.

ACT 420 STATEMENT APPROVAL. Updated wording for publications was handed out. Several changes were suggested. Nelson will make changes and bring back to December meeting.

REVISIONS TO CIRCULATION POLICY – FINAL COPY. Return language for fines to original language because village assessment and collections are not occurring at this time.

MOTION (Vosen, Myers). Approve revised ‘Circulation Policy’ with discussed changes. Motion carried (6-0).

REVISIONS TO STUDY ROOM POLICY – FINAL COPY. Discussed having a ‘Dispute Form’ that goes to the Director and then the Board.

MOTION (Brady, Vosen): Approve revised ‘Study Room Policy’ with implementation of a ‘Dispute Form’. Motion carried (6-0).

MONARCH LIBRARY SYSTEM AGREEMENTS. Final system contracts were submitted.

MOTION (Vosen, Musbach). Approve signing system agreements. Motion carried (6-0). Agreements were signed by Nelson and Smith.

NEW BUSINESS

2017 GERMANTOWN COMMUNITY LIBRARY BOARD MEETING DATES. Proposed calendar was submitted.

MOTION (Vosen, Musbach). Approved proposed Library Board Meeting Calendar. Motion carried (6-0).

STAFF NAME TAGS. Defer to January meeting.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, December 14, 2016, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:35 p.m.

Connie J. Lloyd
Administrative Assistant