

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 25, 2017

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, January 25, 2017. **Members present:** Joyce Nelson, Charlene Brady, Dennis Myers (late), Ron Seiser, Darlene Vosen. **Members absent:** Kim Musbach (exc.), Brenda O'Brien (exc.) **Also present:** Library Director Trisha Smith, Admin Asst Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Brady, Vosen): Approve the agenda as published. Motion carried (4-0).

MOTION (Vosen, Brady): Approve the minutes of the December 14, 2016, meeting as printed. Motion carried (4-0).

MOTION (Vosen, Brady): Approve the January 4, 2017 Tax Interception of Library Fines & Fess Committee meeting minutes. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 25, 2017: Board Checking Account - \$3,955.67; Board Savings Account - \$5,983.88; DML Building Fund - \$36,655.01 [Penny Jug - \$1,259.64]; 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 - \$6,980.58; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. Funds moved from Dhein Memorial Account to the Board Checking Account are available for Smith to make purchases of children's books. Vosen will write checks for purchases and submit for approval at the next meeting. Nelson and Smith will write a thank you letter to the Dhein family. It was suggested to place a donation recognition label inside those books. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). ACCOUNTS PAYABLE. MOTION (Brady, Nelson): 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 Seiser, aye.

BUDGET PRINTOUT. The December report was provided because it was not available at the December meeting due to the early date of the meeting. The January report was provided.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. Myers requested the village to consider adding ceiling fans in the library.

COUNTY. Vosen, Nelson. It was suggested the Monarch Library System develop a brochure that highlights the services of the libraries within the Monarch Library System. An example from another library system was provided. The 'tax interception of fines and fees' notice and newspaper article were discussed. Margaret from the county will prepare a write-up and bring to the next meeting. The next meeting will be in April.

SYSTEM. Smith. The system merger/conversion is complete. However, online credit card payment of fees and the mobile app to replace BookMyne still have an unknown delivery dates. A third delivery route was added by the system to handle the larger than anticipated volume. The Germantown pickup time has been moved to 8:30 a.m. The new Monarch Library System Director's meeting will be February 9, 2017 at the West Bend Library.

PRESIDENT'S REPORT. Nelson. Smith received her Library Director Certificate. Dennis and Joyce joined several library and school district staff for a BadgerLink training session held at GCL. The service has many updated and new services. It was recommended we continue to promote this resource to our patrons. BadgerLink is funded by the state cell phone 'Universal Phone Service Fee'.

DIRECTOR'S REPORT. Smith. The last open part-time position from last year was filled. The new library website and Facebook page are implemented and going very well. The Friends of the Library are

having a mini booksale of items that have been removed from the library collection. The Germantown schools 'Reflections' art display will be held the beginning of February. The Germantown Schools Youth Art Month display will begin February 22. The following new programs are being developed with funding through donations and the Friends of the Library. 1. 'Adult Summer Reading' beginning in June. Myers suggested talking with Lynn G. from the Chamber of Commerce for donations from businesses for prizes. 2. 'Needlecraft Circle' will be held monthly and open to any crafters. 3. 'Early Literacy Program' providing newborns a welcome to the library of a bib and board book. This will begin in March. 4. 'Early Literacy 1000 Books before K5 Program' will begin in August. 5. New book clubs. Friends are donating a Kuerig coffee machine for use at book clubs and Friends of the Library programs. Myers suggested a monthly article in the Germantown local newspapers to highlight our programs. The Mom's Club West will be donating items to update our children's area.

UNFINISHED BUSINESS

OUTSTANDING FEE COLLECTION AND INACTIVE PATRON DELETION. The new library computer system sent out an e-mail to all Germantown Library patrons that had old outstanding fines. The system auto generated 783 email. Some libraries use a third party service rather than village hall resources to collect long overdue fines. A suggestion was made to review when we can remove inactive patrons and those with outstanding fines. Nelson, Smith and Myers will collect the information to be presented at the next board meeting.

STAFF NAME TAGS. Discussion regarding updating the library staff name tags to include their name and possibly position. MOTION (Seiser, Myers): To develop sample library staff name tags for the next meeting. Motion carried (5-0).

NEW BUSINESS

None.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 22, 2017, in the Germantown Community Library meeting room.

Connie J. Lloyd
Administrative Assistant
Germantown Community Library