

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 22, 2017

GCL Large Study 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, March 22, 2017. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ron Seiser, Kim Musbach, and Darlene Vosen. **Members absent:** Brenda O'Brien (unexc.) **Also present:** Interim Library Director/Admin Asst Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as published. Motion carried (6-0).

MOTION (Vosen, Myers): Approve the minutes of the February 22, 2017 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 22, 2017: Board Checking Account - \$3,970.67; Board Savings Account - \$5,984.27; DML Building Fund - \$36,700.35 [Penny Jug - \$1,301.42]; Building Fund CD Account #1- \$15,607.74; 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 - \$6,981.04; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. Designated funds in the checking account include \$935.36 for the SRP, \$800 from the Hampel Memorial Account to purchase books, and \$1,500 from the Dhein Fund for children's books. MOTION (Seiser, Musbach): Accept the Treasurer's Report as printed. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Myers,): Approve the schedule of operating vouchers 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.

BUDGET PRINTOUT. The March 2017 report, the 2016 Fiscal Year End report, and the Village Capital Projects Fund General Ledger Trial Balance were provided. For the 2016 report, Nelson noted the Library Board compensation has been added. She also received clarification from Village Hall for the Utilities account questioned last month. The amounts were correct but lower than expected due to energy savings from the new LED lights that were installed within the library.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers is collecting energy savings information pertaining to ceiling fans. Myers was asked to include in his analysis if the village or library would be responsible for the purchase, installation and maintenance costs.

COUNTY. No report. The next meeting is April 20, 2017.

SYSTEM. Lloyd. The Monarch Library System Board of Trustees meeting was held March 9, 2017 at the West Bend Library. Lloyd attended the meeting. The results of the audit of the MWFLS and ESLS systems were reviewed. A combined Monarch financial report is available going forward effective January 2017. New committees representing the combined libraries were presented. The board supports the library directors to develop new policies for the Monarch system. A special meeting for the Director's Council was held on March 16, 2017 at the West Bend Library. Lloyd attended the meeting. Input was provided for committees working on policies. Lloyd presented a draft of the ILS Standards received from that meeting. This included recommendations regarding moratoriums and collection development for high demand items. Board members provided input for Lloyd to include at the next Director's Council meeting on April 13.

PRESIDENT'S REPORT. Nelson. A thank you note will be sent to Daniel Pagliaro for his donation.

DIRECTOR'S REPORT. Lloyd. February statistics were provided. Updated first quarter statistics will be covered at the April meeting by Smith. We received a donation this month of \$1000.00 for undesignated library materials and will be deposited into the checking account by Vosen.

UNFINISHED BUSINESS

DONATION EXPENDITURE POLICY. Nelson distributed suggested paragraph for 'Gifts and Memorials' expenditure. MOTION (Vosen, Musbach): Approve the updated paragraph for the Gifts and Memorials Policy. Motion carried (6-0). It was requested the information be added to the library website when Smith returns.

NEW BUSINESS

REVIEW EMERGENCY CLOSING POLICY AND PROCEDURE. Suggest notifying all local TV news stations when reporting a closure due to weather. Notify the police department and Village Hall for any closure. Post all closures on the library website and social media pages. Lloyd will apply changes and present at the April meeting for review.

REVIEW COMMUNITY ROOM USE POLICY AND PROCEDURE. A number of outdated items need revision. Board recommended Lloyd apply suggested updates and review at the April meeting.

CLOSED SESSION:

LIBRARY STAFF ANNUAL SALARY INCREASE. This is deferred until April meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 26, 2017, in the Germantown Community Library meeting room.

Meeting adjourned at 7:22 p.m.

Connie J. Lloyd
Interim Library Director/Administrative Assistant
Germantown Community Library