

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

February 22, 2017

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, February 22, 2017. **Members present:** Joyce Nelson, Dennis Myers, Ron Seiser, Kim Musbach, and Darlene Vosen. **Members absent:** Charlene Brady (exc.), Brenda O'Brien (unexc.) **Also present:** Interim Library Director/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 (Musbach, Seiser): Approve the minutes of the January 25, 2017 meeting as printed. Motion carried (5-0).

MOTION (Vosen, Myers): Approve the January 31, 2017 Tax Interception of Library Fines & Fees Committee meeting minutes. Motion carried (5-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 22, 2017: Board Checking Account - \$3,955.67; Board Savings Account - \$5,984.09; DML Building Fund - \$36,656.88 [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 - \$6,980.82; 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. We received two memorial donations: \$454.76 for undesignated library materials, \$250.00 designated for Large Print materials. MOTION (Vosen, Nelson): Allocate the Treasurer to spend funds from the checking account designated for library expenditures. The Treasurer will monitor and report to the board monthly the expenses paid. Motion carried (5-0). The board would like a policy regarding the timeframe donations should be spent. This will be discussed at the next board meeting. MOTION (Myers, Musbach): Accept the Treasurer's Report as printed. Motion carried (5-0). Seiser completed the audit of the GCLB finances and reported everything was in good standing. He noted this audit does not include the "Friends of the GCL" accounts which are not under the management of the Library Board. He recommends they conduct their own audit of their accounts. Vosen will suggest this at the next "Friends of the GCL" meeting in March. MOTION (Seiser, Musbach): To roll over "Building Fund CD Account #1" for 1 year (13 months). Motion carried (5-0). ACCOUNTS PAYABLE. MOTION (Myers, Musbach): Approve the schedule of operating vouchers and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Myers, aye; Trustee Seiser, aye; Trustee Musbach, aye, Trustee Vosen, aye.

BUDGET PRINTOUT. The February report, the 2016 Fiscal Year End report, and the Village Capital Projects Fund General Ledger Trial Balance were provided. Nelson noted several account balances on the 2016 year end report did not appear correct. The Salaries-Library Board account did not include the 4<sup>th</sup> quarter payments that were made. The Utilities account appeared to include 11 rather than 12 months of expenses. Nelson and Lloyd will clarify account balances with Village Hall.

### REPORTS

#### VILLAGE/COUNTY/SYSTEM.

*VILLAGE.* No report.

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

*SYSTEM.* Lloyd. Outstanding items with the new system include online credit card payment of fees and the mobile app to replace BookMyne. Implementation dates are not yet available from the system. Two new modules that are coming include Leap and Social. A new reporting module was rolled out and training was provided to designated library representatives. Lloyd and Smith participated. The Monarch Library

System Board of Trustees meeting was held February 9, 2017 at the West Bend Library. Lloyd attended the meeting. The sale and insurance of the MWFLS building in Horicon was discussed. A combined Monarch financial report will be available after the completed audit of each system's 2016 report. New committees representing the combined libraries are being established.

**PRESIDENT'S REPORT.** Nelson. The State Public Library Annual report was reviewed. MOTION (Vosen, Seiser): Accept the annual report and on page 8 select "Did provide effective leadership and adequately meet the needs of the library" regarding the MWFLS system. MOTION carried (5-0). The report was signed by President Nelson and mailed to the Monarch System office. Thank you notes were sent to Daniel Pagliaro and Mary Kugel for their donations. Deferred to Unfinished Business, Item "A" **DIRECTOR'S REPORT.** Lloyd. Total circulation for January was 19867 - up from 18428 last year. The first Monarch System Director's meeting was held February 9<sup>th</sup>. The system is working on better communication, forming committees, and policies. Libraries agreed not to use moratorium on new library materials until new system policies are created. The library hired a new page to fill extra hours. The Friends of the Library donated funding for our new coffee machine for book groups, startup costs for our new "Life Long Learning" program starting in May, the new "1000 Books Before Kindergarten" starting in August, new technology, a movie license and summer reading program performers. We will be doing two additional weeks of storytime. One is a fitness program from Menomonee Falls and the other is the Big Read with Money Smarts Week through Washington County. Read to Rover is close to full participation. Our staff are finalizing schedules for the children/young adult summer reading program, adult summer reading program, and new monthly adult programs. New adult programs include additional book clubs, needlecraft circle and gaming night. State Farm Agency has offered to donate funding toward library programs. The Wisconsin DPI Public Library Annual Report was completed by Smith before she went on medical leave.

## **UNFINISHED BUSINESS**

**TAX INTERCEPTION OF LIBRARY FINES & FEES COMMITTEE REPORT.** A sample of the Menomonee Falls Library "Fine Forgiveness Campaign" was provided. Nelson, Smith and Myers met on January 31, 2017. The minutes from that meeting were approved at this meeting. The committee recommended forgiving fines and fees prior to 2012 and to continue the annual purging of accounts that have been inactive for 5 years. MOTION (Vosen, Myers): To forgive fines and fees prior to 2012. Motion carried (5-0). It was recommended to further discuss the details of purging inactive accounts when Director Smith returns from medical leave.

**STAFF NAME TAGS.** Sample name tags and pricing were provided. It was decided to defer this item until Director Smith returns from medical leave.

## **NEW BUSINESS**

None.

## **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, March 22, 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