

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

May 24, 2017

GCL Community 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, May 24, 2017. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ron Seiser, Darlene Vosen, and Brenda O'Brien (late). **Members absent:** Kim Musbach (exc.) **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Vosen, Seiser): Approve the minutes of the April 26, 2017 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 24, 2017: Board Checking Account - \$5,775.43; Board Savings Account - \$5,279.91; DML Building Fund - \$36,703.64 [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 - \$6,981.50; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. Designated funds in the checking account include \$935.36 for the SRP, \$4,669.76 for books and materials. Vosen reported at this time all accounts with Guaranty Bank are good and not affected by the acquisition by Citizen's Bank. The only future concern may be accessibility due to local branch closings. MOTION (Seiser, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0).

ACCOUNTS PAYABLE. MOTION (Nelson, Vosen): 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 Vosen, aye. MOTION (Nelson, Myers): Approve 'Request for Funding from GCLB Checking Account' for payment. Motion carried (5-0).

BUDGET PRINTOUT. The May 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided. The May 'Utilities' actual amount was not available at the time the report was printed. Smith will verify the amount with Village Hall. We received a \$300 donation from ROSS for summer programming. Nelson distributed the Washington County 'Distribution of Funds Based on First Quarter 2017 Circulation' report. The funds are based on ACT 420 non-served, non-resident Washington County circulation. GCL received 19.1929% of \$281,471.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. Dave Schornack is retiring in July. Myers visited the Schreiner Memorial Library in Lancaster and provided information about the new library they opened in 2015. Lancaster has a population around 3400 and they raised over \$2 million for the new library.

COUNTY. Vosen. None. The next meeting is August 17, 2017.

SYSTEM. Smith. The Monarch Library System Board of Trustees did not meet due to committee meetings. Smith attended the Directors meeting on May 8th.

PRESIDENT'S REPORT. Nelson. Provided a copy of a thank you letter that was sent to the Eastern WI Machine Knitters for their cash donation to purchase additional craft books. She also provided a copy of the thank you letter sent to the Friends of the Germantown Community Library for their donation reported at last month's meeting. An updated Donation Policy has been added to the website.

DIRECTOR'S REPORT. Smith. April statistics were provided. Monarch Directors meeting was held May 11, 2017. A survey will be sent to all Directors to collect feedback on a system moratorium. The

system director will attend the July GCL Board Meeting. Summer Reading Programs for children, young adults and adults begin June 6. All prizes have been donated. We hosted an 'Armed Services Day' program on May 22 that featured a local resident/patron/volunteer as the speaker. The program was well received. Smith continues to look for opportunities to promote/advertise upcoming programs in print and through social media. Smith and the Children's Librarian are partnering with the MOMS Club Germantown West who are fundraising to update and expand the early literacy program and the children's area within the library.

UNFINISHED BUSINESS

EMERGENCY CLOSING POLICY AND PROCEDURE. Held the second reading of the revised policy which is now named 'Weather Related Closing Procedure'. MOTION (Vosen, Nelson): Move to approve the revised policy. Motion carried (6-0).

COMMUNITY ROOM USE POLICY AND PROCEDURE. Held the second reading of the revised policy. MOTION (Myers, Nelson): Move to approve the revised policy. Motion carried (6-0).

INTERCEPTION OF LIBRARY FINES AND FEES. The process to forgive fines and remove expired library cards in access of five years will begin next month. A monthly update will be provided until the project is complete.

NEW BUSINESS

ALLOCATION OF FY 2016 COUNTY CARRYOVER FUNDS TO FY 2017 BUDGET. Smith reported the county carryover for 2016 is \$23,927.00. The Library Board approved a 1.5% salary increase for all full-time and part-time staff for a total of \$16,498.03. The remaining balance (\$16,498.03) is allocated as follows: Supplies & Exp-Storytime Prog (10-551-530-3110) \$1,498.03, Books-Co. System (10-551-530-3610) \$9,000.00, Audio Visual-County System (10-551-530-3645) \$5,000.00, Training & Seminars (10-551-530-7700) \$1,000.00. MOTION (Vosen, Seiser): Move to accept the proposed allocation of carryover funds. Motion carried (6-0).

2016 ANNUAL REPORT MODIFICATION AND APPROVAL. Held the second reading of the revised policy which is now named 'Weather Related Closing Procedure'. MOTION (Vosen, O'Brien): Move to approve the 2016 Annual Report modification. Motion carried (6-0).

Meeting adjourned at 7:12 p.m.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, June 28, 2017, in the Germantown Community Library meeting room.

Respectfully submitted,
Connie J. Lloyd
Administrative Assistant
Germantown Community Library