

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 26, 2017

GCL Community 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, April 26, 2017. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ron Seiser, Kim Musbach, and Darlene Vosen. **Members absent:** Brenda O'Brien (exc.) **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Brady, Seiser): Approve the minutes of the March 22, 2017 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 26, 2017: Board Checking Account - \$5,675.43; Board Savings Account - \$5,279.71; DML Building Fund - \$36,702.13 [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 - \$6,981.27; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. Designated funds in the checking account include \$935.36 for the SRP, \$4,569.76 for books and materials. MOTION (Seiser, Musbach): Accept the Treasurer's Report as printed. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Vosen, 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 Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye, Trustee Vosen, aye.

BUDGET PRINTOUT. The April 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided. The April 'Utilities' amount was lower than normal. Smith will verify the amount with Village Hall. Smith will also address where the 'Washington County Distribution' is placed.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. Nothing from the Village. Ceiling Fan analysis was on hold until Smith returned. Myers visited Janesville Library as part of the State of Wisconsin Library Committee that he is a member.

COUNTY. Vosen. Meeting was April 20, 2017. Board is developing a flowchart to explain ACT 420. Vosen has been reappointed to the Washington County Library Services Board. The next meeting is August 17, 2017.

SYSTEM. Smith. The Monarch Library System Board of Trustees meeting was held April 13, 2017 at the West Bend Library. Lloyd attended the meeting. A revised 'Monarch ILS Committee Standards' document approved by the Library Directors was presented at that meeting and approved. A copy of the document with the changes was reviewed. Discussion regarding moratorium and recommended number of copies purchased was discussed. It was recommended we publicize on our website that we accept DVD/Blu-ray donations. Amy Birtell would like to attend a future GCL Board Meeting. Smith will coordinate with her.

PRESIDENT'S REPORT. Nelson. Provided a copy of the thank you letter that was sent to Daniel Pagliaro for his donation last month. He will be notified that a plaque will be placed in the library lobby recognizing his donation of \$1000.

DIRECTOR'S REPORT. Smith. March statistics were provided. Smith will be working with the Monarch System staff to clarify the variance between system reports regarding statistics. Updated information will be covered at the next meeting. The 'Friends of the Library' donated \$2300 to support the Summer Reading Program (SRP) and \$6950 to upgrade technology within the library. ROSS donated \$300 for SRP prize books. State Farm Germantown Agency donated \$500 for the end of the SRP party. MOMS

Club West is meeting with Smith in May to present ideas of enhancements/donations to the youth area of the library. We are adding an 'Adult Summer Reading Program' this summer. The library will be featured in the June issue of the Germantown Neighbors magazine. We will have an Intern this summer for 150 hours. She is a student at UWM working on her Master of Library and Information Science degree. She will be working with Smith on a project in Adult Fiction.

UNFINISHED BUSINESS

EMERGENCY CLOSING POLICY AND PROCEDURE. Updates were presented and approved. The second reading of the revised policy will be at the May meeting.

COMMUNITY ROOM USE POLICY AND PROCEDURE. Updates were presented and approved. The second reading of the revised policy will be at the May meeting.

STAFF NAME TAGS. Myers presented samples of new staff name tags. MOTION (Seiser, Vosen): To have the Library Director design new name tags for the library staff. Motion carried (6-0).

NEW BUSINESS

CLOSED SESSION:

MOTION (Seiser, Vosen): The Germantown Community Library Board was called to closed session by Nelson at 7:15 p.m. for the discussion of the allocation of part of the FY 2016 County Carryover funds to be used to fund raises for library staff.

MOTION (Seiser, Vosen): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:38 p.m.

MOTION (Nelson, Vosen): The Germantown Community Library Board authorizes to utilize the FY 2016 Washington County Carryover funds to fund a 1.5% raise for all current staff members that is retroactive as of January 1, 2017. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye.

Meeting adjourned at 7:39 p.m.

Respectfully Submitted
Patricia A. Smith
Library Director
Germantown Community Library

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, May 24, 2017, in the Germantown Community Library meeting room.

Connie J. Lloyd
Administrative Assistant
Germantown Community Library