

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 26, 2017

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:01 p.m. on Wednesday, July 26, 2017. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ron Seiser, Darlene Vosen, Kim Musbach, and Brenda O'Brien. **Members absent:** None **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd, Amy Birtell, Monarch Library System Director. Proper notification of the meeting had been given.

MOTION (Myers, Brady): Approve the agenda as published. Motion carried (7-0).

MOTION (Brady, Vosen): Approve the minutes of the June 28, 2017 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: Amy Birtell, Monarch Library System Director. She provided an introduction, an overview of her role with the Monarch Library System, an update of ILS projects, and a summary of statewide library initiatives. Discussion also included an overview of the background of the recent newspaper article regarding Washington County officials proposed resolution to restructure the state's library system. Trustee Myers provided a copy of the article to the Board.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 26, 2017: Board Checking Account - \$623.17; Board Savings Account - \$5,280.26; DML Building Fund - \$36,761.74 [Penny Jug - \$1,356.45]; 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- \$15,179.85; GCL/RAO Account - \$6,981.97; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. All designated funds in the checking account for the SRP, books and materials have been expensed. MOTION (Myers, Nelson): Approve payment for SRP final presenter for \$250. Motion carried (7-0). MOTION (Myers, O'Brien): Accept the Treasurer's Report as printed. Motion carried (7-0).

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; Trustee O'Brien, aye.

BUDGET PRINTOUT. The July 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided. It was proposed to add an item to the August agenda to discussion reallocation of the 'Temp Invest-Library' funds of \$38,089.17.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. Indicated the 2018 budget process for the village will begin in August. As part of the state committee, he toured the Milwaukee Public Library in July. He gave positive feedback regarding their 'Rare Book' and 'Braille' collections.

COUNTY. Vosen. The next meeting is August 17, 2017. Lloyd will attend the meeting on behalf of Smith while she is attending a New Directors conference.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting on July 13th. The new system module, Polaris Social, was launched in June. An upgrade to Polaris will be implemented in August. The Monarch Library System Family Fun event at Horicon Marsh was a success. Smith, Nelson and other Germantown staff and patrons participated in the event.

PRESIDENT'S REPORT. Nelson. She reported that she was impressed with the program and facilities of the Family Fun event at the Horicon Marsh. She pointed out the circulation statistics are greater than the same time period last year.

DIRECTOR'S REPORT. Smith. June statistics were provided. There were significant increases from the previous month in new patron registrations and all circulation categories. The Summer Reading Programs

for children, young adults and adults are having great participation. Preparation continues for the roll-out of the new fall children's programs and Open House on September 9th. The Library is participating in the 'Germantown Police Department Neighbors Against Crime' event on August 1st, with a photo booth, ice cream and information table. Lloyd provided an update on the DVD shelving project. MOTION (Nelson, Vosen): Accept the recommendation to remove the DVD security cases from the adult collection and to resell the cases at the resale market value. Motion carried (7-0). MOMS Club Germantown –West continues to raise funds for the Children's area update project. Staff was provided with updated procedures. Staff evaluations will take place in November. Applications are being accepted for a 'day time' Page position. Our UW-Milwaukee Intern has completed the lease book project and is now working on weeding the adult fiction collection. The 'Friends of the Library' are hosting a 'mini' book sale with books that are being removed from the collection. Our new employee through Harrigan Development Services is working very well. We had an increased number of volunteers this summer that are helping with miscellaneous projects. A list of fall programs and book clubs were provided.

UNFINISHED BUSINESS

INTERCEPTION OF LIBRARY FINES AND FEES. The database cleanup project for fines and expired patrons continues. Lloyd provided an update of the progress.

NEW BUSINESS

ACCEPTABLE LIBRARY BEHAVIOR POLICY – 2nd Reading. MOTION (Vosen, Brady): Accept the revised 'Acceptable Library Behavior Policy' which includes the incorporated 'Cell Phone Policy'. Discussion included Seiser providing examples of updated signs that can be posted within the library. Motion carried (7-0).

CIRCULATION POLICY – 1st Reading. First reading was held with proposed changes by Smith. MOTION (Vosen, Seiser): Accept proposed changes for 2nd reading in August. Discussion included Seiser recognizing how some libraries offer self pickup of 'Holds' and it may be something we want to discuss in the future. Motion carried (7-0).

PAGE JOB DESCRIPTIONS – 1st Reading. First reading was held with proposed changes by Smith to add a second level Page position. MOTION (Vosen, Seiser): Accept proposed changes for 2nd reading in August. Motion carried (7-0).

ELECTION OF OFFICERS. MOTION (Myers, O'Brien): Approve the reelection of the following officers; President-Nelson, Vice President-Seiser, Treasurer-Vosen. Motion carried (7-0),

2018 BUDGET. The Village of Germantown Budget Calendar was provided. The 2018 budget must be submitted to the Village of Germantown by August 25, 2017. The Budget Committee will schedule a budget meeting prior to the next full board meeting and provide a recommendation to the board on August 23rd.

Meeting adjourned at 7:46 p.m.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 23, 2017, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie J. Lloyd
Administrative Assistant
Germantown Community Library