

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 23, 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, August 23, 2017. **Members present:** Joyce Nelson, Charlene Brady, Ron Seiser, Darlene Vosen, and Kim Musbach. **Members absent:** Dennis Myers, exc., Brenda O'Brien, unexc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Brady, Musbach): Approve the minutes of the July 26, 2017 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 23, 2017: Board Checking Account - \$373.17; Board Savings Account - \$5,280.44; DML Building Fund - \$36,763.30 [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 - \$6,982.21; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. GCLB Checking Account -\$215.94 balance from the Book Sale designated for the 2018 Summer Reading Program. Accept the Treasurer's Report as printed. Motion carried (5-0).

ACCOUNTS PAYABLE. MOTION (Brady, Musbach): Approve the schedule of operating vouchers and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye.

BUDGET PRINTOUT. The August 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Interviewing for the new Administrator is in progress. The 2018 budget process for the village has begun.

COUNTY. Vosen. The County budget process is underway. There was discussion for the need to increase circulation in Washington County libraries from the non-served libraries to reduce the quarterly ACT 420 payments to adjacent counties. Those payments have increased over the years which then reduce the county funds to support the Washington County libraries. This was not acted on by the Board. The Washington County Supervisors proposed to merge all libraries into one statewide system with the purpose to save the county money. This does not address the concern with ACT 420. The next step is to take it to the Washington County Services Board. The Washing County Library Directors are drafting a response for the supervisors. Lloyd attended the meeting on behalf of Smith while she attended the New Directors conference. The next meeting is October 26, 2017.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting on August 10th. An upgrade to Polaris will be implemented this evening. The credit card payment function has been tested and available for libraries to use. The next Family Fun Day event will be September 23 in Saukville. The Monarch Library System Board decided not to fund a mediator for the Library Directors.

PRESIDENT'S REPORT. Nelson. Nelson distributed an updated half sheet flyer to Washington County residents to build awareness of the tax impact of ACT 420 on Washington County taxpayers and the funding of county libraries. Nelson distributed the 'Distribution of Funds Based on Second Quarter 2017 Circulation'. She made note that Germantown's percent of circulation of non-served non-residents increased to 20.7539% which was a significant milestone to be above 20%.

DIRECTOR'S REPORT. Smith. July statistics were provided. Circulation and new patrons were higher than statistics from the same time last year. Summer Reading Program is having great participation and

ends August 25. Statistics will be provided at September meeting. MOM's Club of Germantown children's area donations along with the Early Literacy Open House will be September 9. We hosted a public going away party for our Children's Librarian, Stephanie Reister, whose last day was Friday, August 18. Her workload has been temporarily divided up among current staff until a replacement can be hired. The position will be posted in September. Two replacement day-time pages have been hired. We installed and tested two new blue-tooth hand held scanners with laptops using the new LEAP module for inventory. They also can be used for off-site programming.

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 – Final Reading. MOTION (Vosen, Musbach): Accept the revised 'Acceptable Library Behavior Policy'. Motion carried (5-0).

CIRCULATION POLICY – 2nd Reading. MOTION (Nelson, Vosen): Accept proposed changes for the final reading in September. Motion carried (5-0).

PAGE I & II JOB DESCRIPTIONS – 2nd Reading. MOTION (Vosen, Nelson): Accept proposed changes for final reading in September. Motion carried (5-0).

CHILDREN'S LIBRARIAN JOB DESCRIPTION – 1st Reading. MOTION (Vosen, Musbach): Accept proposed changes for 2nd reading in September. Motion carried (5-0).

2018 BUDGET. Budget Committee provided the 2018 budget information for the Library and the Library Board accounts. The only change includes an increase of \$7000 to the Village to include Library staff annual salary increases and corresponding benefit increases with other Village employees. MOTION (Vosen, Seiser): Accept the proposed 2018 budget for the Library Board accounts to be submitted to the Village. Motion carried (5-0). MOTION (Vosen, Musbach): Accept the proposed 2018 budget for the Library accounts to be submitted to the Village. Motion carried (5-0). The 2018 budget will be submitted to the Village of Germantown by August 25, 2017.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 27, 2017, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie J. Lloyd
Administrative Assistant
Germantown Community Library

ADJOURN TO CLOSED SESSION

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to closed session by Nelson at 7:50 p.m. for the discussion of appointment of an Interim Children's Librarian. Roll Call Vote: Seiser aye, Brady aye, Musbach aye, Vosen aye, Nelson aye. Motion carried (5-0).

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to re-enter open session by Nelson at 8:04 p.m.

MOTION (Vosen, Musbach) The Germantown Community Library Board authorizes the appointment of Germantown Community Library staff member Jackie Kolo as Interim Children's Librarian as of August 21, 2017 until the position is filled. The Germantown Community Library Board also grants Kolo a temporary raise at the discretion of the Library Director. ROLL CALL VOTE: President Nelson, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Vosen, aye. Motion carried (5-0).

Respectfully submitted
Patricia A. Smith
Library Director
Germantown Community Library

ADJOURN TO CLOSED SESSION

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to closed session by Nelson at 8:05 p.m. for the evaluation of the Library Director. ROLL CALL VOTE: Seiser aye, Brady aye, Musbach aye, Vosen aye, Nelson aye. Motion carried (5-0).

Closed session adjourned at 8:18 p.m.

Respectfully submitted
Joyce Nelson
Germantown Community Library Board President