

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 27, 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, September 27, 2017. **Members present:** Joyce Nelson, Charlene Brady, Dennis Myers, Brenda O'Brien, Ron Seiser, Darlene Vosen, and Kim Musbach. **Members absent:**, None **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd, MOMS Club of Germantown West representatives; Katie Fedel, Christa Potiatz, Ali Eskridge, Attorney representing the Village of Germantown; Thomas Cabush. Proper notification of the meeting had been given.

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

MOTION (Vosen, Brady): Approve the minutes of the August 23, 2017 meeting as printed. Motion carried (7-0).

MOTION (Vosen, Myers): Approve the minutes of the August 8, 2017 Special Budget Committee meeting as printed. Motion carried (7-0).

PUBLIC INPUT: MOMS Club of Germantown West representatives provided background on the organization and their community fundraising efforts for the Germantown Community Library. They identified the items that have already been purchased for the Children's area and provided handouts that displayed future ideas they are raising funds for the area.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 27, 2017: Board Checking Account - \$373.17; Board Savings Account - \$5,280.62; DML Building Fund - \$36,764.86 [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 - \$6,982.44; 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. Four donation checks were received. MOTION (Seiser, Brady): Accept the Treasurer's Report as printed. Motion carried (7-0).

ACCOUNTS PAYABLE. MOTION (Seiser, O'Brien): Approve the schedule of operating vouchers with the additional item of \$195.13 for the Milwaukee Journal Sentinel subscription 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 September 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided. A check for the 2017 3rd Quarter reimbursement funds from Washington County in the amount of \$59,016.00 was received.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. A new Administrator, Steve Kreklow, has been hired and will begin October 2, 2017. Department presentations for the 2018 Village budget were held in September. Nelson, Smith and Myers were present. Nelson provided input on behalf of the Germantown Community Library budget. Myers attended the Public Library System Redesign Project, PLSR, meetings in Hartford that discussed the results to date of the statewide project. Myers attended a committee meeting in River Falls which included a tour of the facilities.

COUNTY. Vosen. The next meeting is October 26, 2017.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting on September 14th. Smith provided a copy of several documents regarding ACT 420 public communications and the Washington County '2017 Resolution 19' to propose creation of a statewide library system. Smith also provided information regarding the approved state budget which includes additional funding to the library systems

within the state. These funds are targeted for improvements in areas including workforce development, broadband access, and lifelong learning. Smith is on a Monarch System Committee to evaluate what should be purchased with these funds.

PRESIDENT'S REPORT. Nelson. All items were discussed in the Village and System reports.

DIRECTOR'S REPORT. Smith. August statistics were provided. Circulation was higher than the same period last year for the 4th month in a row. The Summer Reading Program had 1346 total participants. There were 3364 people that participated in 51 summer programs. The Early Literacy Open House was a huge success with support from the Friends of the Germantown Community Library, MOMS Club of Germantown West, MOMS Club of Germantown East, Momentum Early Learning, and Germantown Park & Rec. The Library will host the Washington County Interactive Networking breakfast on Friday, October 20. Library staff member and interim Children's Librarian, Jackie Kolo, has taken over the fall children's programs and is doing a great job. The programs continue to be well attended.

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

ADJOURN TO CLOSED SESSION

MOTION (Seiser, Vosen): The Germantown Community Library Board was called to closed session by Nelson at 6:49 p.m. for the Legal Investigation Review. 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. Motion carried (7-0).

MOTION (Brady, Musbach): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:44 p.m. Motion carried (7-0).

Respectfully submitted
Patricia A. Smith
Library Director
Germantown Community Library

UNFINISHED BUSINESS

INTERCEPTION OF LIBRARY FINES AND FEES. The database cleanup project for fines and expired patrons continues. The clean-up of fines is complete. The clean-up of expired patrons will be completed in October. Updated overdue and billing notices will be implemented in October per finalization of the updated Circulation Policy.

CIRCULATION POLICY – Final Reading. MOTION (Nelson, Vosen): Accept the revised 'Circulation Policy'. Motion carried (7-0).

PAGE I & II JOB DESCRIPTIONS – Final Reading. MOTION (Vosen, Seiser): Accept the revised 'Page I & II Job Descriptions. Motion carried (7-0).

CHILDREN'S LIBRARIAN JOB DESCRIPTION – 2nd Reading. MOTION (Vosen, Seiser): Accept proposed changes for the final reading in October. Motion carried (7-0).

2018 BUDGET. Budget Committee provided an update of the 2018 budget information for the Library and the Library Board accounts. The public hearing will take place on November 20, 2017.

NEW BUSINESS

LIBRARY BOARD NAME TAGS. Board members were offered the opportunity to have name tags with the same format as the Library staff name tags.

LIMITATIONS OF COMMUNITY ROOM USE. Smith identified limitations that have come up for Library and community programming because of the Germantown High School daily use of the small Community Room during the school year. O'Brien and Myers will meet with the Germantown School District Superintendent, Jeff Holmes, to review this arrangement that was setup eight years ago. They will report back at the October meeting.

Meeting adjourned at 8:10 p.m.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 25, 2017, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie J. Lloyd
Administrative Assistant
Germantown Community Library