

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

October 25, 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, October 25, 2017. **Members present:** Joyce Nelson, Charlene Brady, Dennis Myers, Ron Seiser, Darlene Vosen, and Kim Musbach. **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 (Vosen, Seiser): Approve the agenda as published. Motion carried (6-0).

MOTION (Brady, Musbach): Approve the minutes of the September 27, 2017 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 25, 2017: Board Checking Account - \$1,508.17 (three donation checks for a total of \$1150 were received); Board Savings Account - \$5,280.79; DML Building Fund - \$37,016.37 [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 - \$6,982.67; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. GCLB Checking Account - \$215.94 is designated for the 2018 Summer Reading Program. MOTION (Musbach, Seiser): Accept the Treasurer's Report as printed. Motion carried (6-0). ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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 October 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were provided. There were questions regarding the Utilities amount. Smith will request a monthly detail report for that account from Village Hall for next month.

### REPORTS

CORRESPONDENCE. Nelson. Received the following donations and sent thank you letters: Holly and Larry Dillon - \$250 designated for educational needs; Philippe & Amy de Gail - \$600 designated for books; Diane Metzner - \$50 designated for books; Charlene Brady - \$500 in memory of her sister Betsy Morrow; Momentum Early Learning – Board Books; Friends of the Germantown Community Library – Materials for the Life Long Early Learning Program. Thank you letters were also sent to the following organizations for the help with the Early Literacy Open House: MOMS Club East, MOMS Club West, Mark Schroeder and Patti Heinen from the Germantown Park and Recreation Department. A donation of \$1000 from Daniel Pagliaro was also received and given to Nelson to send a thank you letter.

#### VILLAGE/COUNTY/SYSTEM.

VILLAGE. Budget meetings continue.

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

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting on October 12th. The System is working to discuss the options for the use of the additional state funding that will be provided in 2018 and 2019 for improvements in workforce development, broadband access, and lifelong learning.

PRESIDENT'S REPORT. Nelson. All items were discussed in the previous reports.

DIRECTOR'S REPORT. Smith. September statistics were provided. Circulation was higher than the same period last year for the 4<sup>th</sup> month in a row. We are hosting several programs to support the Friends of the Germantown Community Library Art Contest. Upcoming programs include Life-Size Candy Land, The Germantown Christmas Festival and an evening program, Forged in Blood with author Eric Schlehlein. The new bench in the children's area has been installed. It was donated by the MOMS Club West. The Youth Services staff position is open until October 28, 2017.

## **UNFINISHED BUSINESS**

**INTERCEPTION OF LIBRARY FINES AND FEES.** The database cleanup project for fines and expired patrons continues. Additional criteria were identified during the process. As a result, the clean-up of expired patrons, updated overdue notices and billing statements were delayed and will now be completed in November.

**CHILDREN'S LIBRARIAN JOB DESCRIPTION – Final Reading.** MOTION (Musbach, Vosen): Accept the revised Children's Librarian Job Description as Youth Services Librarian. Motion carried (6-0).

**LIMITATIONS OF COMMUNITY ROOM USE.** O'Brien and Myers met with the Germantown School District Superintendent, Jeff Holmes, regarding the use of the Library Community Room for the GED Option #2 program. The Library received a letter from Mr. Holmes thanking the Board for beginning the discussion regarding finding alternative space for the district's programs. The district will look for an alternate location for the 2018-19 school year. They appreciate the use of the Library Community Room for the remainder of the 2017-18 school year.

**2018 BUDGET.** The public hearing will take place on November 20, 2017. There are no changes to proposed Library budget. The Village provided a handout with information regarding the 2018 Preliminary Tax Levy Summary for Committee of the Whole.

## **NEW BUSINESS**

**CIRCULATION POLICY – 1st Reading.** MOTION (Vosen, Seiser): Accept the changes for the revised 'Circulation Policy' for the 2<sup>nd</sup> Reading. Motion carried (6-0).

**REVIEW OF LIBRARY BOARD DONATION FORMS.** The "Matching Gift Companies' attachment will be eliminated. Effective dates will be added to the forms. Vosen and Smith will update for next meeting.

**2018 CLOSED DATES.** MOTION (Seiser, Nelson): Accept the proposed closed dates for 2018. Motion carried (6-0).

Meeting adjourned at 7:10 p.m.

## **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, November 15, 2017, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie J. Lloyd  
Administrative Assistant  
Germantown Community Library