

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

November 15, 2017

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, November 15, 2017. **Members present:** Joyce Nelson, Charlene Brady, Dennis Myers, Ron Seiser, Darlene Vosen, and Brenda O'Brien. **Members absent:** Kim Musbach (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 October 25, 2017 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 15, 2017: Board Checking Account - \$2,508.17 (one donation check for \$1000 was received); Board Savings Account - \$5,280.97; DML Building Fund - \$37,017.94 [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 - \$6,982.91; Dhein Memorial Account - \$1,576.10; Hampel Memorial Account - \$1,303.64. MOTION (Nelson, Seiser): Accept the Treasurer's Report as printed. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Myers, O'Brien): 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 O'Brien, aye; Trustee Vosen, aye.

BUDGET PRINTOUT. The November 2017 report and the Village Capital Projects Fund General Ledger Trial Balance were not available due to early date of Board Meeting. A detail monthly report of the Utilities was provided by the Village.

REPORTS

CORRESPONDENCE. Nelson. Sent a thank you letter to Dan Pagliaro for his donation of \$1000.

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers. Final budget hearing will be Monday, November 20, 2017. A new Village Clerk has been hired and will begin in December. Myers attended a committee meeting in Oshkosh which included a tour of their public library.

COUNTY. Vosen. The Washington County Third Quarter Distribution of Funds was provided. Germantown reached 20.4819% of circulation this quarter. The Washington County Library Services Board October meeting was rescheduled for November 9, 2017. The Board Chair stepped down and Darlene Vosen was elected the new Board Chair. The Board is accepting input for a vacant position. The next meeting is January 18, 2018. Information was provided from the Kewaunee and Algoma libraries of how ACT 420 negatively impacts their budget and how they are encouraging their residents to use their local libraries. Smith and Vosen will share with the Washington County Library Directors and Library Services Board.

SYSTEM. Smith. Smith attended the Monarch Library Directors and the Monarch System Board meetings on November 7th. Smith provided samples of the new Overdrive app, 'Libby', brochure and the 'Library Memory Project' brochure that contains the 2018 Memory Café schedule. The System is continuing to purchase and evaluate resources for the 2018-19 state funding for improvements in workforce development, broadband access, and lifelong learning within libraries. It has already been voted to purchase Gale Courses, Internet Hot Spots and Continuing Education for Memory Cafés.

PRESIDENT'S REPORT. Nelson. An update was provided on the Germantown Christmas Parade and Festival, Walk/Run, Tree Lighting Ceremony and other festivities at the Library that day. Everything was

very well received, and many positive comments were made regarding the additional activities offered within the Library this year.

DIRECTOR'S REPORT. Smith. October statistics were provided. Circulation was higher than the same period last year for the 5th month in a row. Smith provided a copy of the update on the Wisconsin PLSR. Staff will receive 'Dementia Training' this month which will allow Germantown Public Library to be Dementia Certified. Evening programs including Life-Size Candy Land, story times and author speaker attendance continues to grow each month. All events have received positive feedback from patrons.

UNFINISHED BUSINESS

INTERCEPTION OF LIBRARY FINES AND FEES. The database cleanup project for fines and expired patrons is in the final stage. The revised overdue and billing notices were updated and reviewed with all impacted staff. A test run was completed. Final updates are being made and everything will be implemented Monday, November 27th.

CIRCULATION POLICY – 2nd Reading. MOTION (Vosen, Seiser): Accept the changes for the revised 'Circulation Policy' for the Final Reading. Motion carried (6-0).

YOUTH SERVICES ASSISTANT JOB DESCRIPTION – 1st Reading. MOTION (Vosen, Seiser): Accept the new Youth Services Assistant Job Description for a 2nd Reading. Motion carried (6-0).

REVIEW OF LIBRARY BOARD DONATION FORMS. MOTION (Seiser, Myers): Accept the revised Library Board Donation Forms with the addition of the effective date and reformat as a tri-fold. Motion carried (6-0). O'Brien suggested the Board consider identifying how many years 'Naming Rights' donations would be in effect. The Board will consider and readdress in 2018.

2018 BUDGET. The public hearing will take place on November 20, 2017.

NEW BUSINESS

2018 LIBRARY BOARD MEETING DATES. MOTION (Vosen, Seiser): Accept the proposed dates for the 2018 Library Board Meetings. Motion carried (6-0).

Meeting adjourned at 7:10 p.m.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 13, 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 (Myers, Vosen): The Germantown Community Library Board was called to closed session by Nelson at 7:20 p.m. to discuss compensation of library employees. ROLL CALL VOTE: President Nelson, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Vosen, aye Trustee O'Brien, aye. Motion carried (6-0).

MOTION (Seiser, Brady): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:52 p.m. Motion carried (6-0).

MOTION (Seiser, Vosen): Approve a raise for the Library Director effective at the discretion of the Library Board President. Motion carried (6-0).

Respectfully submitted
Patricia A. Smith
Library Director
Germantown Community Library