

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

December 19, 2018

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, December 19, 2018. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Daniel Wing. **Members absent:** Brenda O'Brien, unexc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as printed. Motion carried (6-0).

MOTION (Vosen, Brady): Approve the minutes of the November 28, 2018 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 19, 2018: Board Checking Account - \$4,206.81; Board Savings Account - \$5,125.84; GCL Building Fund - \$45,106.17 [Penny Jug - \$1,617.30] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$15,776.93; Building Fund CD Account #2- \$15,607.43; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14; Dhein Memorial CD Account - \$1,582.40; Hampel Memorial CD Account - \$1,308.87. This account matured on 12/12/18 and was closed and transferred to checking to purchase books per the original wishes of the donor. When the Dhein Memorial CD Account matures on 1/4/19, move the balances to the Board Checking Account to be used to purchase children's books based on the original wishes of the donor. Received a Memorial Brick donation for \$100 from Patrick and Peggy Remfrey in memory of Roger Lemanczyk. MOTION (Brady, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). MOTION (Nelson, Brady): Accept Smith's 'Donation Request for Funding' for payment. 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 Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Potratz, aye; Trustee Wing, aye.

BUDGET PRINTOUT. The December 2018 report and the Village Capital Projects Fund and General Ledger Trial Balance were reviewed. Funds will be carried over to cover the new staff workroom furniture that may not be purchased until January. Motion (Vosen, Nelson) Investigate which account unemployment funds are charged against. Motion carried (6-0).

REPORTS

CORRESPONDENCE. Nelson. 'Thank you' letters were sent to: The Friends of GCL for the donation of the winning art piece from the Annual Art Contest, Ken and Linda Christian-Smith for a \$600 donation toward the future 2nd floor of the Library, Gerald and Linda Kirkeeng for \$75 and Keith and Sharon Karl for \$25 donations both in memory of Vivian Prinz.

VILLAGE. Wing. None.

COUNTY. Vosen. The 'Distribution of County Funds' report update was provided. The next meeting will be on January 24th, 2019 at 1:30 p.m.

SYSTEM. Nelson and Smith. The next Monarch System Board meeting will be February 12, 2019. The System is expanding RB Digital eAudiobook collection. The items should display on the Monarch Catalog and the RB Digital app. The System has also rolled out the '1000 Books Before Kindergarten' for parents.

PRESIDENT'S. Nelson. Nelson has been reappointed to the Monarch System Board for another three year term.

DIRECTOR'S. Smith. Provided the Director's Report. November circulation statistics were provided. Increases continue. November had a 19% increase in circulation over the same period in 2017. Donations were received from the Friends of the Germantown Library for the 'Dare to Dream Theatre' program (\$1250), Book + CD new shelving unit in Youth Services and a new AWE computer and tablet (\$8,698).

Donations from MOMS Club Germantown West for STEAM Checkout Kits (\$200). The Winter/Spring marketing brochures are out. The Washington County Libraries Transform Campaign marketing has begun. Review of applications and interviews have started for Library Specialist and Page II positions. An all staff meeting was held on December 13.

UNFINISHED BUSINESS

2019 SATURDAY HOURS – Smith will put together budget estimates. Further discussion is deferred until the next meeting.

UPDATE ON STAFF WORK ROOM FURNITURE PLAN – Smith and Lloyd are working with vendors to finalize the proposals. They also requested approval to replace staff chairs. A proposal will be presented at the January meeting.

LIBRARY JOB DESCRIPTIONS – Defer to the January meeting.

VILLAGE OF GERMANTOWN APPRAISAL SYSTEM – A sample performance appraisal was provided. The Library plans to work with the Village to implement the same appraisal system as the Village in 2019. It provides guidelines for determining staff annual raises which includes impact from economy and Village revenues.

NEW BUSINESS

MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT – MOTION (Vosen, Nelson): Approve the Monarch Library System Membership Agreement as printed. Motion carried (6-0). MOTION (Vosen, Nelson): Approve the Monarch ILS Agreement as printed. Motion carried (6-0).

VILLAGE OF GERMANTOWN COMPREHENSIVE HIRING POLICY – A copy of the Village of Germantown Hiring Policy was provided. A Library version of the document will be given to Smith next week for approval at the January meeting.

VOLUNTEER HOLIDAY GIFTS - MOTION (Nelson, Kerpan): Approve spending \$80 for Library Volunteer holiday gifts. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 23, 2019, in the Germantown Community Library meeting room at 6:00 p.m.
Respectfully submitted,

Connie Lloyd
Administrative Assistant
Germantown Community Library