

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 28, 2019
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, August 28, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Dennis Myers. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Myers, Vosen): Approve the minutes of the July 24, 2019 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 28, 2019: Board Checking Account - \$2,665.45; Board Savings Account - \$5,131.00; GCL Building Fund - \$43,245.40 [Penny Jug - \$1,693.34] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14. The two bricks Vosen ordered have arrived. Lloyd will coordinate installation with DPW. **MOTION (Nelson, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0).

ACCOUNTS PAYABLE. **MOTION (Vosen, Myers):** Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Also approve the Library Board Funding transactions and forward them to Vosen for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Myers, aye; Trustee Kerpan, aye. Vosen is planning to clean up unused accounts for the next meeting.

BUDGET PRINTOUT. The August 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Sent a thank you card to Dan Pagliaro for his \$2000 donation.

VILLAGE. Myers. None.

COUNTY. Vosen, Smith, Nelson. The Washington County Library Services Board meeting was held August 15, 2019. Vosen shared the 2020 Washington County Library Budget has been finalized. Funding remains the same as 2019. Adjacent county reimbursement went up an additional \$11,000 for a total of \$160,000 in 2020. There was an increase in system automation fees and the Outreach Librarian salary. Those increases will come out of the circulation reimbursement of individual libraries totaling \$19,000. The Washington County library directors attended the Washington County Board Meeting on August 14. An update of each library was provided. Nelson and Smith volunteered at the Washington County Fair library booth. The booth reached about 1980 attendees throughout the fair. The Washington County library directors continue to meet on a monthly basis. They are currently planning a '2 Million Checkouts in 2020' campaign.

SYSTEM. Nelson and Smith. The Monarch Library System Director's Council met on Thursday, August 8. Recommendations from the Circulation Committee were passed. The System is putting together a Network Proposal to standardize library and system networking equipment. Libraries will be responsible for a annual maintenance fee.

PRESIDENT'S. Nelson. Nelson indicated that we need election of officers. However, since it is not on the agenda it will be deferred until the September meeting.

DIRECTOR'S. Smith. July statistics were provided. We had a 9.1% increase in physical circulation and a 10.4% increase in overall circulation which includes electronic materials. Our year-to-date increases are 6.5% for physical materials and 8.3% for overall circulation. The MOMS Club Germantown-West is finishing up their Children's Area project and will debut at programs on September 19 and 21. Fall/Winter 2019 programming brochures are out. Summer Reading Program is complete, and Smith provided participation numbers. Youth had 1236 participants, Teen had 175 and Adult had 381 participants. Smith also provided information on Storytime and upcoming programs and meetings. Mid-year performance check-ins have been completed. Staff continue with regular in-house and outside training. Outreach was extended to the Holy Hill School District. Hired two new part-time Page I

position to replace staff going to college. The remaining new Circulation Desk storage was installed. The Hold Shelf was moved to provide 'Open Holds'. Multiple new automation systems were installed. Upgrades to the Community Meeting Room equipment and furniture is in progress. Details for all of these areas are listed on the Director's Report.

UNFINISHED BUSINESS

DONATIONS PLAQUES – Vosen is able to have '2002' engraved on the old plaques for around \$5 each. It will be funded by the Board Savings account. The tree design is being refurbished and the donor year will be included on the leaves.

NEW BUSINESS

2020 BUDGET – There was a discussion regarding the Village funding using the new Village performance review process. Smith is asking the Village to fund the Library increases the same as other Village departments. The budget process has begun. Smith is requesting a \$2700 increase to capital funding for new computers due to a reallocation of Friends of the Germantown Community Library funding. Lloyd prepared a computer upgrade rotation plan.

DONATION BROCHURE – This item is deferred to a later month.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 25, 2019, at the Germantown Village Hall at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

CLOSED SESSION

ADJOURN TO CLOSED SESSION MOTION (Myers, Vosen): To convene into Closed Session for agenda item 'Midyear Check-In Annual Review of Library Director'. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Myers, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:25 p.m.

MOTION (Myers, Kerpan): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Myers, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:49 p.m.

MOTION (Myers, Potratz): Move to adjourn the meeting. Motion carried (6-0). Meeting adjourned at 7:51 p.m.

Respectfully submitted,
Joyce Nelson, President
Germantown Community Library Board