

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 25, 2019
GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:01 p.m. on Wednesday, September 25, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Brenda O'Brien (late 6:30). **Members absent:** Charlene Brady, exc, Dennis Myers, unexc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Jennifer Einwalter, Library Director of Jack Russell Memorial Library in Hartford, Leslie Schultz, Library Director of Slinger Public Library. Proper notification of the meeting had been given.

MOTION (Vosen, Kerpan): Approve the agenda as printed. Motion carried (4-0).

MOTION (Vosen, Kerpan): Approve the minutes of the August 28, 2019 as printed. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 25, 2019: Board Checking Account - \$4,694.77; Board Savings Account - \$5,049.13; GCL Building Fund - \$36,242.99 [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. CD #4 matures 9/25/19. Board recommended renewing for 13 months at the rate of 1.70/2.01%. Vosen met with Village Hall Finance to discuss removing accounts that are no longer used. Finance indicated this cannot happen because it will remove the account history. Vosen provided copies of two invoices that were paid for donation plaque enhancements. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (4-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Kerpan): 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 Potratz, aye; Trustee Kerpan, aye.

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

REPORTS

CORRESPONDENCE. Nelson. Nelson receive a inquiry as to the total donations that have been received by Dan Pagliaro. He has donated \$6250 since 2017.

VILLAGE. Myers. None. Smith mentioned the Village conducted their monthly manager meeting which covered budget and performance review information. Performance reviews are due to the Village on 12/1/19 which will alter the timeline for the Library Board to provide Smith her performance review. Kreklow proposed in the 2020 Village budget a 2% increase of all staff which will then be allocated based on performance and other position information.

COUNTY. Vosen. To date, the Washington County Library Services Board has not received any information from the Washington County Board regarding the Joint Library model proposal they brought to local communities for consideration. Vosen and Smith reported the County did not collect input from the Library Services Board or the Washington County Library Directors to prepare this model. Smith will provide additional information under New Business item C – ACT 420 Payments. The next meeting is 10/17/19 and it will be added to their agenda.

SYSTEM. Nelson and Smith. Amy Birtell has submitted her resignation as System Director effective 11/30/19 due to medical reasons. The Monarch Library System Director's Council met on Thursday, September 12.

Recommendations from the Circulation and ILS Committees were passed. The 3rd annual Family Frontier Day will be held at Pioneer Village in Saukville on 9/23/19. The annual System Trustee event will be held 10/24/19.

PRESIDENT'S. Nelson. Nelson sent Smith's mid-year review to Village Hall.

DIRECTOR'S. Smith. August statistics were provided. We had a 3.7% increase in physical circulation and a 4.9% increase in overall circulation which includes electronic materials. Our year-to-date increases are 6.1% for physical materials and 7.8% for overall circulation. Programming continues to increase year-to-date for programs offer (40%) total attendance (81%) and drop-in participants (65%). The MOMS Club Germantown-West is finishing up

their Children's Area project and held an Open House on September 19 and 21. New items included Storytime Room enhancements of a large area rug, shelving, cushion seating, lights, and wall decals of trees and animals. September is Library Card Sign-up Month. We held a raffle and other promotions during the month. There are many planned programs for October including a 'Haunted Library' event. The quarterly all staff meeting was held 9/18/19. Staff continue with regular in-house and outside training. One of the newly hired part-time Page I positions was terminated for due cause. Department update details are listed on the Director's Report.

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Vosen had '2002' engraved on the old plaques and included a copy of the invoices in the Treasure Report. An additional plaque was found in the library that she will also have updated. The tree design continues to be refurbished. Vosen and Smith did not have time to update the donation brochure.

2020 BUDGET – The Village budget committee review meetings were held and there were no changes to the proposed Library budget. DPW has indicated the Library needs a new roof. The Village will pay for 50% and the Library will pay 50%. It now will be presented with the entire budget to the Village Board for final approval at the 10/5/19 Village Board meeting. Trustee Zabel asked Smith about the Washington County ACT 420 Joint Library model proposal and the impact it would have on the Library budget. Smith indicated the Washington County proposal, as is, could reduce funding to the Germantown Community Library. Steps are being taken to prevent this decrease and look at other alternatives.

NEW BUSINESS

ELECTION OF OFFICERS – Nelson and Vosen provided a background of their library and board past experience. Requests were made for others interested in running. No others came forward. Nelson and Vosen were willing to continue in their offices. MOTION (Kerpan, O'Brien): Re-elect Joyce Nelson as President, Charlene Brady as Vice President, and Darlene Vosen as Treasurer for a one-year term of 7/1/19 through 6/30/20. Motion carried (5-0).

APPROVAL OF DISPLAY CASE POLICY - MOTION (Vosen, Nelson): Accept updates to the proposed Display Case and Exhibit Policy as printed. Motion carried (5-0).

ACT 420 PAYMENTS – On 9/5/19 a meeting was held between the five Washington County Library Directors, Washington County Public Affairs Coordinator, Washington County Clerk, Monarch Library Board Member, and the Washington County Library Services Board President to discuss the 'Joint Libraries Across Washington County' proposed Resolution prepared by the Washington County Public Affairs Coordinator. After discussion at that meeting, the Washington County Administrative Committee agreed to postpone the resolution and give the directors eight months to review the model and find alternative solutions to reduce the increasing funds paid to adjacent counties under the provisions of ACT 420. Annual payments to adjacent counties have increased from \$76,000 in 2005 to \$160,000 in 2019. This amount is deducted from the five Washington County libraries annual budget from the county. Smith provided documents summarizing this issue to educate the Germantown Community Library Board on the history, what is proposed, the impact to the libraries and system, and how the five library directors are working together to evaluate alternatives. Jennifer Einwalter and Leslie Schultz were asked to contribute to the discussion. The five directors are meeting weekly to review every aspect of the Resolution and identifying where alternative options are available and the financial and service impact to the residents of Washington County. The library directors will be conducting a survey of residents which will be included in the 2019 property taxes. An update of the progress will be provided in October.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 23, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Vosen, O'Brien): Move to adjourn the meeting. Motion carried (5-0). Meeting adjourned at 7:25 p.m.

Respectfully submitted,
Connie Lloyd
Assistant Library Director
Germantown Community Library