

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 23, 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, October 23, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Myers): Approve the agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Vosen): Approve the minutes of the September 25, 2019 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 23, 2019: Board Checking Account - \$4,521.37; Board Savings Account - \$5,049.78; GCL Building Fund - \$32,015.19 [Penny Jug - \$1,693.34] [RAO Account - \$2,752.44]; 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- \$15,769.41. CD #4 matured 9/25/19 and was renewed for 13 months at the rate of 1.99/2.01%. Report provided detail of checks written for Polaris ExpressCheckout hardware and software, Scholastic books and plaque engraving. A \$50 donation was deposited from Backes for the Early Literacy Fund. MOTION (Nelson, Myers): Accept the Treasurer's Report as printed. Motion carried (7-0). MOTION (Nelson, Myers): Approve an additional cost of up to \$300 for new Community Meeting Room tables ordered from Today's Classroom. Motion carried (7-0).

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

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

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. Reviewed budget and Village development highlights. Indicated the proposed budget is expected to pass without any changes to the Library portion of the budget. The budget hearing will take place on November 18, 2019.

COUNTY. Vosen and Smith. The last Washington County Library Services Board meeting was 10/17/19. There was a good discussion regarding the ACT 420 payments. Library funding for 2020 was approved at the same rate as 2019. The library tax has held steady for the past 4-5 years. Vosen pointed out the library tax is not related to the County levy. Therefore, a cut in the library tax would not impact the County budget. Smith noted that with the increase in ACT 420 payments and no increase in budget funding, Germantown Community Library will lose about \$5000 in budgeted funds in 2020 from the County. Vosen also mentioned that even with the funds holding steady, the County is funding Washington County libraries more than minimally required. The Washington County non-resident circulation distribution of funds report for 3rd quarter of 2019 was reviewed. Germantown had 23.65% of Washington County non-resident circulation which provided a distribution of \$72,114 of the available \$304,950 in funds for Washington County.

SYSTEM. Nelson and Smith. The Monarch Library System Director's Council met on Thursday, October 17. Jennifer Chamberlain provided background of the Washington County Administration Joint Library proposal and ACT 420 impact. Recommendations from the Circulation Committee were passed including the 'no notification calls on holidays' motion. The Governance Committee presented an updated Monarch Library System Membership Agreement. The annual System Trustee event will be held 10/24/19.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. September statistics were provided. We had a 3.9% increase in physical circulation and a 5.1% increase in overall circulation which includes electronic materials. Our year-to-date increases are 5.9% for physical materials and 7.5% for overall circulation. Myers requested patron entrance statistics from our new People Counter system be included in monthly statistics beginning in 2020. The Performance Review for Smith will be sent to the Directors in a couple of weeks. Michelle Tucker from the Village will attend the next Library Board meeting to go over Smith's review. Staff reviews are due to Village Hall by 11/25/19. Staff performance based increase recommendations are due 12/2/19. Myers requested Smith provide a summary of all staff review ratings and proposed increases. There are many planned programs for the remainder of 2019 including a 'Haunted Library' event listed in the Director's Report. Department update details are also listed on the Director's Report. All regular staff members attended ALICE training through the Village of Germantown. Germantown Adult Services hosted the rotating Memory Café on October 21 and participated in several Outreach activities. Youth Services held their first meeting of the Teen Advisory Board which has three very active members. Monthly programs for teens will start in 2020. A new self-checkout station, the online program calendar and event registration were rolled out to patrons this month. The online Meeting Room registration system was rolled out to staff and will be available to patrons next month. Smith attended the Wisconsin Library Association Conference (WLA). Highlighted sessions included Compact Outreach (ideas of pop-up libraries within service areas), Technical Services Forum (look at reorganization to increase productivity, pre-processing and cataloging within Technical Services teams), Adult Programs and Services Needs with DPI (explained new consultant, resources and programming ideas), and Fine Free: A Year in Review (four different sized libraries discussed their experience going fine free for the past year).

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Vosen provided a document labeled: 'Subject – Donor Wooden tree with leaves & acorns'. It provided a summary of the number of leaf plaques were available, the cost to engrave and ideas of what information could be engraved on each donor leaf and acorn. There was some confusion and concern how this fits in with the other Library donor areas. There was a review of current donation options, associated funding levels and how the wood donation recognition tree to be placed in the Library lobby would fit in. There was also discussion regarding the information to be engraved on the individual plaques. Myers suggested others look at each donation area at the Library and bring back feedback at the next meeting.

2020 BUDGET – Budget planning is going well. Nelson, Smith and Myers are not aware of any changes to the Library proposed funding.

ACT 420 PAYMENTS – Smith reported the Washington County Board Administrative Committee agreed to postpone any decision regarding the joint library proposal until the Director's present a report in May 2020. The Washington County Library directors continue to meet weekly to evaluate the proposal based on Wisconsin Public Library Standards. In addition, they prepared a survey for Washington County residents on their library use which will be included with property tax bills and online. Washington County Directors will be touring the following adjacent county libraries: Menomonee Falls, Sussex, and Town Hall Road. Updated information was provided at the Town of Germantown Board, the Monarch Director's Council and the Washington County Library Services Board meetings this month.

NEW BUSINESS

MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT – Smith provided the initial copy of the Monarch Library System Membership Agreement. MOTION (Vosen, O'Brien): Approve Nelson signing the document as printed, with the addition of Germantown Community Library specific information. Motion passed (7-0).

2020 CLOSED DATES – Smith provided proposed library closed dates for 2020 based on alignment with the Germantown Village Hall. The library open dates include Saturdays that do not impact Village Hall. Brady mentioned that in 2019 the library had 12 closed dates and the proposed closed dates would be 14 days. She asked Smith and staff to re-evaluate the number of closed dates and bring back to the November meeting for review. Smith also proposed Board Meeting dates. Motion (Vosen, Nelson): Propose the following Germantown Community Library Board meeting dates for 2020: 1/22/20, 2/19/20, 3/25/20, 4/22/20, 5/27/20, 6/24/20, 7/22/20, 8/26/20, 9/23/20, 10/28/20, 11/18/20 and 12/16/20.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 20, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Vosen, O'Brien): Move to adjourn the meeting. Motion carried (7-0). Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library