

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

November 20, 2019

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, November 20, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan. **Members absent:** Brenda O'Brien, exc., Dennis Myers, unexc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Michelle Tucker, Village Support Services Manager. Proper notification of the meeting had been given.

MOTION (Brady, Vosen): Approve the agenda as printed. Motion carried (5-0).

MOTION (Kerpan, Vosen): Approve the minutes of the October 23, 2019 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 20, 2019: Board Checking Account - \$1,647.63; Board Savings Account - \$5,050.42; GCL Building Fund - \$17,354.91 [Penny Jug - \$1,753.65] [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 #3 is scheduled to mature on 12/6/19. The Board recommended renewing for another short-term period which is usually 13 months since it will come due prior to the next Board meeting. Checks written this month have spent the remaining balances of donations from the Kugel, Hessler, Korol and Robbins funds. MOTION (Brady, Nelson): Accept the Treasurer's Report as printed. Motion carried (5-0). MOTION (Brady, Kerpan): Move to add the Treasurer Report each month to the draft Board minutes. Motion carried (5-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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.

BUDGET PRINTOUT. The November 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed. Smith noted that not all of the additional County funds are reflected in the report.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. The budget was approved on November 18, 2019.

COUNTY. Vosen and Smith. The next Washington County Library Services Board meeting will be in January 2020. A survey will be sent to residents December 1 – February 22. The goal is to collect data of which libraries patrons visit and why. Focus will be on Washington County Non-Served residents in Village of Richfield, Town of Jackson, Village of Jackson, and the Town of Erin.

SYSTEM. Nelson and Smith. The Monarch Library System Director's Council met on Thursday, November 14. The meeting included a productive discussion on the advantages and disadvantages of the growing trend of libraries going "Fine Free." The next meeting will be Thursday, December 12, 2019.

PRESIDENT'S. Nelson. Nelson attended the Monarch Trustee event on 10/24/19. She said it was a positive event and passed out system and library information to attendees on behalf of the system.

DIRECTOR'S. Smith. October statistics were provided. We had a 1.7% increase in overall circulation and 6.9% year-to-date. The new Haunted Library was very popular and had about 155 attendees. Next week the Washington County Library Directors will be meeting with Connie Meyer from Bridges to discuss country/system contracts. The Friends of the Germantown Community Library Book & Basket Sale will be held November 16-December 30. The Library hosted the Germantown Christmas Festival on Saturday, November 16 which included crafts in the Youth Services area. Adult and Youth Services Teams will have a number of programs for December and are currently planning for spring programming. Circulation and Tech Services Teams are working on patron and item record clean-up year-end efforts. The new Online Meeting Room Reservation system was made available to patrons. The new tilt up, wheeled tables were added to the Community Meeting Rooms to replace the old folding tables. The old

display panels were replaced with new display panels on wheels that can be moved by library staff without DPW assistance. Permanent artwork collection has been installed on the library walls.

UNFINISHED BUSINESS

DONATIONS PLAQUES & BROCHURE– Further discussion was deferred to the next meeting.

2020 BUDGET – The budget was passed at the Village Board meeting on November 18, 2019.

ACT 420 PAYMENTS – Smith reported the Washington County Library directors continue to meet weekly. She provided updated information on their progress and a copy of the survey that will be included in several community's property tax bills and online. Washington County Directors toured the following adjacent county libraries: Sussex and Town Hall. Menomonee Falls will be also visited in the future.

2020 CLOSED DATES – Smith provided adjusted proposed library closed dates for 2020 per Brady's request. It reduced the proposed closed days from 14 to 12 days to match 2019 (which includes three Saturdays). Smith also provided closed dates of surrounding libraries and Washington County libraries for review. Many neighboring libraries are only closed on the holiday or eve of a holiday. For Easter they are only closed on Sunday. There was discussion regarding the advantages and disadvantages of Germantown being open on those days as well. Some members felt the Library should be open Easter weekend. MOTION (Vosen, Potratz): Move to be closed on 1/1/20, half day on 4/10/20, 4/11/20, 5/25/20, 7/4/20, 9/7/20, 11/26/20, 11/27/20, 12/24/20, 12/25/20, 12/26/20, 12/31/20 and 1/1/21 for a total of 11.5 days in 2020. Motion carried (4-1). Statistics will be evaluated next year to determine if the library will remain open additional days.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 18, 2019, at the Germantown Community Library at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

CLOSED SESSION

MOTION: (Vosen, Brady): Adjourn to Closed Session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:04 p.m. for the Director's Annual review.

MOTION (Vosen, Kerpan): Re-enter Open Session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called to re-enter into open session by Nelson at 7:54 p.m.

MOTION (Vosen, Brady) Approve the proposed Director wage adjustments as discussed. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye.

Meeting adjourned at 7:57 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board