

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

December 18, 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, December 18, 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, Michelle Tucker, Village of Germantown Support Services Manager. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the November 20, 2019 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

CLOSED SESSION – Approval of Wage Increases for Library Staff

MOTION: (Myers, Vosen): Adjourn to Closed Session. 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. The Germantown Community Library Board was called into closed session by Nelson at 6:01 p.m..

MOTION (Vosen, Myers): Re-enter Open Session. 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. The Germantown Community Library Board was called to re-enter into open session by Nelson at 6:09 p.m.

MOTION (Myers, Kerpan) Approve the proposed increases for the Library staff. 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. Motion carried (7-0).

CLOSED SESSION – Update on Specific Personnel Problems Within the Library

MOTION: (Myers, Brady): Adjourn to Closed Session. 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. The Germantown Community Library Board was called into closed session by Nelson at 6:10 p.m..

MOTION (Myers, Nelson): Re-enter Open Session. 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. The Germantown Community Library Board was called to re-enter into open session by Nelson at 6:22 p.m.

Respectfully submitted,

Joyce Nelson
President
Germantown Community Library Board

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 18, 2019: Board Checking Account - \$1,437.67; Board Savings Account - \$5,051.02; GCL Building Fund - \$17,358.06 [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- \$16,024.07; Building Fund CD Account #4- \$15,769.41. CD #3 matured on 12/6/19 and it was rolled over for another 13-month period. MOTION (Myers, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). Vosen received a \$500 donation from David & Barbara Pueringer and a \$1000 donation from Mary Kugel.

ACCOUNTS PAYABLE. MOTION (Vosen, Nelson): 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.

MOTION (Vosen, Kerpan): Approve reimbursement for annual volunteer gifts totaling \$60 to be paid from the Library Board account. 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 December 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. Village budget was passed on November 18, 2019.

COUNTY. Vosen and Smith. The next Washington County Library Services Board meeting will be in January 2020. So far the Library Directors has received over 1,000 responses to the Public Library Use Survey. The survey deadline is February 22. An update will be provided January 15 at the Washington County Board Administrative Committee meeting at 4:30 p.m.

SYSTEM. Nelson. The Monarch Library System Director's Council met on Thursday, December 12. The meeting was followed by an annual holiday party that included library directors, Monarch Library System Board members and Monarch Library System staff.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. November statistics were provided. We had a 3.4% increase in overall circulation and 6.6% year-to-date. The Friends of the Germantown Community Library Book & Basket Sale is under way until the end of December. The 3rd Annual Winter Reading Program will be held January 6-February 22. Performance reviews have been completed for part-time staff. Upcoming adult and youth programs were outlined. Adult Services and Youth Services are planning for Spring programming. The winter programming brochures will be available soon. School field trips to the Library will start up in January. Circulation staff are completing a specific patron database clean-up project. Tech Services is working on annual magazine weeding and clean-up of old items with each Collection Manager. Smith outlined the her and the supervisors meeting participation for the system, county and community for the month.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Vosen reported the Inter County Payment this year totaled \$160,990.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 22, 2020, at the Germantown Community Library at 6:00 p.m.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library