

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

December 16, 2020

Germantown Community Library

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 16, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien (6:10), Christa Potratz, Jolene Pieper. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the December 18, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 15, 2020: Board Checking Account - \$2,154.30; Board Savings Account - \$5,056.77; GCL Building Account - \$17,467.70 [Penny Jug - \$1,843.47] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$16,112.76. The only activity this month was interest income. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached. Vosen requested input from the Board regarding the renewal of CD #3 which matures on 1/6/21. Discussion was deferred to later in the meeting to allow Pieper to research available rates. MOTION (Pieper, O'Brien): Renew CD #3 for short-term of 13 months. Motion carried (7-0)

ACCOUNTS PAYABLE. MOTION (Vosen, Kerpan): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. It was noticed that the phone expenses were larger than normal. Smith will review with Village Finance to determine what extra expenses were incurred.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Pieper. None.

COUNTY. Vosen and Smith. The next meeting will be in January 21, 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Board and the Monarch Library System Directors each met on December 10, 2020 virtually. Discussions included filling the Database Librarian position, processes of evaluating digital resources going forward and a strategic planning process. The System Directors meeting was followed by the annual holiday Monarch Celebration which was also virtual.

PRESIDENT'S. Nelson. None.

DIRECTOR'S Smith. November circulation statistics were provided. There was a -14.5% decrease in overall physical + electronic circulation in November and a -18.0% decrease year-to-date. The lower number was a result of moving to Curbside Pickup only for the first two weeks of November due to staff cases of COVID-19. Digital circulation continues to increase compared to previous years. Washington County circulation from non-librarians equals about 22.5% for October and November (last year's average was 23.4%) This will be paid out in the first quarter of 2021. Most meetings continue to be held remotely. The library continues to focus on virtual and Grab & Go programming. Participation statistics will be provided next month. Kits will continue for spring of 2021 with additions for preschool and teens. The January-April programming brochure will be out at the end of December. Virtual programming including weekly storytime (starting again in mid-January) and two adult book groups will continue into the spring. The Friends of the Germantown Community Library will have the annual Holiday Book & Basket Sale through Wednesday, December 30th. Current sales are about \$2,700. Modifications for staff interactions with other staff members and the public continue due to COVID-19. Staff performance reviews will be conducted before the end of 2020. Raises will be distributed based on the Village guidelines. The Library Director's self-evaluation will be sent to the Library Board in early January in preparation for the January Board meeting. Three open positions have been posted. The positions are Library Specialist, Page II, and Adult Services Assistant. Adult Services received an East Asia in Wisconsin grant for \$760 from the Center of East Asian Studies at UW-Madison. Funds will be used for collection enhancement and programming events. Movie Bundles of 3-4 themed movies have been added for patron quick access. Youth Services book bundles are available with 3-5 themed titles. Weeding and shifting is occurring to expand the Young Adult fiction collection. Circulation staff have begun mailing out Library Cards requested online that have not been picked up within the past month. This mailing will include marketing materials for in-person services. The Hoopla agreement has been signed and services are planned to be launched late January. New paperback and DVD shelving has arrived. It will be installed during closed hours after the holidays. Heating vents are being painted with the help of DPW. The project will be in four phases and expected to be completed by the end of February.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CLOSED SESSION – APPROVAL OF WAGE INCREASES FOR LIBRARY STAFF

MOTION (Vosen, Nelson): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called into closed session by Nelson at 6:37 p.m.

MOTION (Pieper, Vosen): Move to re-enter Open Session. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (7-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 6:45 p.m.

MOTION (Pieper, O'Brien): Move to approve a 2% pay increase for permanent staff that meet performance review requirements. Motion carried (7-0).

CLOSED SESSION – DIRECTOR'S ANNUAL REVIEW

Nelson rescheduled the Director's annual review for the January board meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 27, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library