

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

January 27, 2021

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, January 27, 2021. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, 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 (7-0).

MOTION (Pieper, Vosen): Approve the minutes of the December 16, 2020 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 26, 2021: Board Checking Account - \$2,809.3; Board Savings Account - \$5,057.2; GCL Building Account - \$17,549.24 [Penny Jug - \$1,923.53] [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- \$16,329.59; Building Fund CD Account #4- \$16,112.76. Vosen renewed Building Fund CD Account #3 at a rate of 0.6%. Brady inquired what the interest rate is for the GCL Building Account and is there a need for liquidity of the CDs. Vosen will report back next month. Vosen reported the Penny Jug was targeted to purchase artwork for the library. Smith mentioned she would like to have a future discussion regarding both topics. MOTION (Brady, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for December and January 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; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. Smith reported the excess phone expenses on the December report was a result of Village Hall placing a \$915 expense for West Bend Outreach into the wrong account. Village Hall is making the correction.

### REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent to; Patricia Yardley for her gift of \$35 in memory of Helen Lynch, to the Lynch family for \$120 to purchase a patio brick in memory of Helen Lynch, and to Danny and Mary Ho for \$500 and will receive a plaque in the library lobby.

VILLAGE. Pieper. Pieper was asked about the Richfield water decision and she reported the Germantown Village Board voted no at this time. She mentioned there are plans to create another business park off of Holy Hill Road.

COUNTY. Vosen and Smith. The last meeting was January 21, 2021. Washington County invoices were approved. The 5% reserve fee was \$2,205 less than budgeted due to increased cost of the system automation fees and the outreach program. Steve Thiry was hired as the new Director for the West Bend Community Library. His first day was Tuesday, January 19. The next meeting will be held in April 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on January 13, 2021 virtually. Discussions included the transfer and purchasing of digital magazines (previously through RB Digital) to the Overdrive/Libby platform, development and customization options for the new Monarch app, an Overdrive/Libby system marketing campaign, and the Monarch Library System strategic plan.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. December circulation statistics were provided. There was a -1.2% decrease in overall physical + electronic circulation in December and a -16.8% decrease in 2020. The library was open 246 days in 2020 compared to 300 days in 2019. This is a -18.0% decrease in days that the library was open with complete access to the public. Digital circulation continues to increase with a 27.2% increase in 2020. Pre-registration Kits and Grab & Go Kits are going extremely well. This will continue for spring 2021. September thru December 2020 statistics include 14,395 kids and 6,521 teens/adults. Virtual programming including storytime and adult book groups will continue in 2021. The 'Friends of GCL' will have monthly-themed pop-up sales in addition to the ongoing sale which will replace the annual book sale in March. Winter reading program through Beanstack runs January 4-February 27 and has 61,000 minutes already read. Updates to our signage will be updated to require patrons with a COVID vaccine to still wear masks in the library following CDC and health department guidelines. Annual Reviews are being finalized. The library has hired replacements for the Library Page II and Adult Services Assistant vacant positions. Positions remain open for a Library Specialist and additional Adult Services Assistant. Memory programs continue monthly. Virtual Storytime has a local author scheduled for February. The library has added a Video Game Collection. Tax forms have arrived and are available in the lobby. Hoopla was launched January 20. Annual patron database clean-up has begun. The new DVD and paperback shelving replacement projects continue. Heating vents are being repainted. DPW began planning for an updated fire suppression system scheduled for 2022. Today Smith attended a Village planning session with all Village Directors and Steve Kreklow. Smith provided the additional handouts; 2020 Projects, 2019 & 2020 Circulation Summary Data, Programming Statistics for September – December 2020, January Kit Pick-up Schedule, and the January-April Programming Brochure.

### **UNFINISHED BUSINESS**

DISCUSSION OF BENEFITS FOR LIBRARY EMPLOYEES – Smith proposed an addition to the Village of Germantown Employee Policy & Procedure Manual, page 21 under 'JOB CLASSIFICATIONS' pertaining to the definition of full-time Library staff. It reads, "Library staff scheduled for 32 or more hours per workweek (at least 1,664 hours annually) are classified as regular full-time." This follows the Village definition; "A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek." MOTION (Pieper, O'Brien): Move to change the definition of full-time library staff to those scheduled for 32 or more hours per workweek and at least 1,664 hours annually and to accept the proposed addition to the Germantown Employee Policy & Procedure Manual. Motion carried (7-0).

### **NEW BUSINESS**

None

### **CLOSED SESSION – DIRECTOR'S ANNUAL REVIEW**

MOTION (Kerpan, Pieper): 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 6:52 p.m.

MOTION (Vosen, Brady): 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 7:01 p.m. Nelson will review performance feedback with Smith.

**ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, February 24, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library