

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 24, 2021

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, February 24, 2021. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jolene Pieper. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd (remote). Proper notification of the meeting had been given.

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

MOTION (Nelson, Pieper): Approve the minutes of the January 27, 2020 meeting with the correction of the typing error in the Treasurer's Report for the interest rate of CD #3. It should have read .6% instead of .06%. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 24, 2021: Board Checking Account - \$2,899.80; Board Savings Account - \$5,057.85; GCL Building Account - \$17,550.63 [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. MOTION (Vosen, Pieper): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Pieper): Approve the schedule of operating vouchers and credit card transactions for February 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 unavailable at the time of the meeting.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Pieper. The Village has resumed working on the replacement of the existing monument sign in front of the library. It will include an Electronic Messaging Board. Smith provided copies of options for the Library section. It was agreed to select the wording 'Community Library'. Brady also mentioned we should work to add the library name on the outside of the building.

COUNTY. Vosen and Smith. Washington County directors have begun meeting monthly. The next Washington County Library Services Board meeting will be held in April 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on February 11, 2021 virtually. Discussions included Overdrive digital magazines, new website development, Monarch app development and NCOA address comparison to update patron records. Smith provided the following system documents for review: Monarch Resource Library Purchasing, Monarch Library System Annual Report and system Updates to Service. The system is also compiling information for the 2021 MLS Strategic Planning Process and the survey feedback is due March 1.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. January circulation statistics were provided. There was a -5.9% decrease in overall physical + electronic circulation in January. State of Wisconsin annual Library Legislative Day occurred virtually on February 18. Smith provided documentation regarding the event. Smith received a donation of \$500 from Mary Kugel. The following ACT 420 adjacent county reimbursement checks were received: Dodge, \$720.00; Fond du Lac, \$768.52; Ozaukee, \$2,608.39; and Sheboygan, \$37.30. Planning is underway for summer programming. Due to COVID restrictions at this time the library is looking at some outside options. Registration Kits and Grab & Go Kits continue to be popular. In January 3,300 Kids kits were given out and 1,600 Teens/Adults were given out. In January, the library started giving out monthly Grab & Go Kits to our Outreach patrons (32). Updates were made to Emergency Order #1 Procedures for staff. The Acceptable Library Behavior Procedures was updated. The open Library Specialist and Adult Services Assistant positions were filled. Monthly memory programs continue online with Grab & Go activities. Virtual Storytime had a local author visit on February 19 with almost 80 live views. Digital magazines are now available through Overdrive and the Libby App. Hoopla had a total of 99 patrons checking out 143 items at an expense of \$292.34. The shift of the Adult Non-Fiction and Large Print collections were completed. The paperback relocation project is complete. The collection was moved to new shelving where Large Print was previously located. The old paperback shelving was offered to local schools and the remainder are being sold. The extra shelving cleanup project from the basement is complete. The heating vent painting project is complete.

UNFINISHED BUSINESS

None

NEW BUSINESS

2021 LIBRARY DIRECTOR GOALS & OBJECTIVES – Smith provided her 2021 goals and objectives for review. No changes were recommended. Smith noted the primary Village goal is communication. Therefore, the library will be supporting and building on that goal. A new feature of the Village redesigned website will be an app for residents to report issues within the community and for the message to be directed to the correct staff for responses. The library has developed a customer service survey that will be implemented with other survey tools. Smith is also focusing on marketing strategies within the Village of Germantown as well as non-librarians communities to enhance communication.

2020 ANNUAL REPORT – Smith provided a copy of the final library 2020 DPI Annual Report for review and approval by the board. DPI required new statistics due to COVID and will include them in future annual reports. MOTION (Vosen, Pieper): Accept the Annual Report as printed. Motion carried (6-0). Smith will present a summary of the annual report to the Village Board on Monday, March 1 and at a future meeting of the Washington County Library Services Board and for the communities of Jackson and Richfield.

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 6:57 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library