

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

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

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

MOTION (Brady, Vosen): Approve the minutes of the February 24, 2020 meeting with the correction of approving the January minutes to include as 'as corrected' and not 'as printed'. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 22, 2021: Board Checking Account - \$3,693.72; Board Savings Account - \$5,058.24; GCL Building Account - \$17,551.98 [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. Brady questioned if it should be considered to move some of the \$12,000+ funds from the GCL Building Account to a fifth Building Fund CD. Vosen will pull information for Board review at the May meeting. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for March and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for March were reviewed. Several questions were raised regarding balances of the Investment Accounts. Smith will review with the Village and report back at the next meeting.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you letters to Lucia and Darrell Martinez for a \$100 Leaf donation and to Mary Kugel for a \$500 donation.

VILLAGE. Pieper. The Village hired Matthew Uselding as the Village of Germantown Budget Manager starting 3/22/21. This is a new position that will focus on finance and the annual budget. Meetings continue for the 2050 Village Planning process. Smith provided a copy of the library ad placed in the Park and Rec Brochure which is going out to the community next week. Planning continues for the Village Electronic Messaging Board sign.

COUNTY. Vosen and Smith. Washington County directors continue to meet monthly. Washington County libraries are confirmed for the 2021 Washington County Fair. Monarch Library System will pay \$400 toward the \$590 booth fee. 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 March 11, 2021 virtually. Discussions included last borrower patron data and records for digital material in the Monarch Catalog.

Kimberly Young's last day will be April 9, 2021. The Monarch System Board approved a search committee to start the search for a new director. Work continues with the Polaris 6.7 upgrade, the new MonarchToGo app, the system website redesign and the Monarch Strategic Plan. Heartland Business Systems provided a presentation on March 17 regarding multi-factor authentication and information security at the system and library levels.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. February circulation statistics were provided. There was a -9.3% decrease in overall physical + electronic circulation in February. This included a -13.2% decrease in physical circulation and a 20.3% increase in digital circulations. February 2020 was the last full month the library was open prior to the COVID-19 closure. Hoopla circulation continues to increase with a total of 182 checkouts in February. Smith presented the Library 2020 Annual Report to the Village of Germantown Board on March 1. Press releases followed in the Germantown/Menomonee Falls Express News and the Washington County Daily News. Shannon Schultz at the Wisconsin Department of Public Instruction is reviewing questions from Monarch directors regarding how libraries provide service to non-reciprocal Milwaukee residents. The library received an adjacent county ACT 420 reimbursement check of \$3,773 from Waukesha County. Smith received donations of supplies for the Grab & Go Kits from the Menomonee Falls Preschool Co-op (\$50-100), Bethlehem Lutheran School & Child Care (\$60), and from the Backes Family (\$50-100). Smith noted that many businesses are interested in sponsoring Grab & Go kits. Total kits given out in February was 4,999. Winter/Spring programming includes Storytime Live, Online Book Groups, Registration Kits, Grab & Go Kits, and Book Walks. The Winter Reading Program participants, read a total of 236,094 minutes. Summer programming will include performers at Fireman's Park in addition to activities in community events such as Maifest, 4th of July and A Taste of Germantown. COVID updates include DPW sanitizing the building every Friday morning with ProKure V. All library staff 18 and over were offered the COVID-19 vaccine. Most staff will have completed their 2nd dose by April 10. As the general public begins to receive vaccines, the library is reviewing currently limited services and planning what restrictions can begin to be lifted. Changes will occur monthly beginning in May. The library continues to follow the CDC, federal, state, county, county health and village guidelines. Smith and Lloyd met with the Village Finance to review policies on staff benefits and time off to ensure the library is tracking benefits accurately. Adult Services coordinated hosting a 14-panel traveling exhibit from the Max Kade Institute called "Neighbors Past and Present: The Wisconsin German Experience" during the month of March. Library display cases also displayed information from local groups. Youth Services hosted a local visitor during Virtual Storytime for Women's Construction month. Three new computers were installed to replace one public and two staff computers as part of the library computer replacement 5-year strategic plan and budget. Staff are participating in testing of the new MonarchToGo app. The library website (along with 20 other Monarch libraries) was down from March 16-19 due to vendor problems. The Assistant Director has started working with Monarch System Staff and other libraries to investigate alternative services for improved service and reliability. Carpets were cleaned March 5 & 6.

UNFINISHED BUSINESS

None

NEW BUSINESS

2020 COUNTY CARRYOVER FUNDS – Deferred to April 2021 meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 28, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:53 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library