

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 28, 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, April 28, 2021. **Members present:** Joyce Nelson, Joletta Kerpan, Christa Potratz, Jan Miller. **Members absent:** Darlene Vosen, exc., Charlene Brady, exc., Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Kerpan, Miller): Approve the agenda as printed. Motion carried (4-0).

MOTION (Kerpan, Potratz): Approve the minutes of the March 24, 2020 as printed. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 27, 2021: Board Checking Account - \$3,191.03; Board Savings Account - \$5,058.70; GCL Building Account - \$17,553.57 [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. Nelson reported back to the Board Vosen's findings regarding moving funds from the GCL Building Account to a fifth Building Fund CD. The GCL Building Account requires a \$2,500 minimum balance. In addition, she indicated the designated funds for the Penny Jug (\$1,923.53) and the RAO Account (\$2,752.44) should remain in this account. These three amounts total \$7,175.97 and should remain in the account. That leaves a balance of \$10,377.60 available to move to a CD. The current CD rates at Bank Five Nine are 0.45% for 13 months, 0.50% for 18 months, and 0.60% for 25 months. MOTION (Nelson, Kerpan): Move \$10,000 from the GCL Building Account to an 18-month Bank Five CD at 0.50%. Motion carried (4-0). MOTION (Nelson, Potratz): Accept the Treasurer's Report as printed. Motion carried (4-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for April and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Potratz, aye; Trustee Miller, aye; Trustee Kerpan, aye; President Nelson, aye. Motion carried (4-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for April were reviewed. Smith reported back that the previous questions were a result of a delay of data entry into the Village MSI account system and should now be reflected in the current reports. The debt retirement for the library building was paid off last month. Discussions regarding the use of library impact fees have begun with the Village Administrator.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you letters to the following for their donations of supplies for Grab & Go Kits. The estimated value is in parenthesis: Laura and Stephen Backes Family (\$50-\$100), Bethlehem Lutheran Church (\$60), Menomonee Falls Preschool (\$50-\$100).

VILLAGE. Miller. Jan Miller was sworn in on April 26, as the new District 4 Village Trustee. One of her committee assignments is the Library Board and replaces Pieper as the Library Board representative. Miller summarized the most recent Village Board Meeting. A presentation was provided at the Village Board meeting about Open Meeting Laws. Nelson watched the YouTube recording of the presentation and recommended all Library Board members watch it. She asked that the link be sent to all Library Board members. Planning continues for the Village Electronic Messaging Board sign which will be

discussed further in New Business. Smith indicated that the Village Board will be discussing at their May 17 meeting whether the mask mandate will be extended beyond June 4, 2021.

COUNTY. Smith. Washington County directors continue to meet monthly. The Washington County Library Board met April 15. The next meeting will be in August. The Directors would like to see the contract updated to reflect current library service structures.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on April 8, virtually. Discussions included the effort to research alternative vendors for the websites managed by Monarch. The new Monarch2Go app will go live May 3. Shannon Shultz from DPI joined the meeting to discuss how libraries in Wisconsin issue library cards to Milwaukee residents. Libraries in adjacent counties are not required to issue library cards for residents in Milwaukee County due to Chapter 43.17.10. However, it is up to each library to determine their policy whether they will issue cards. Since there are various policies with the Monarch system, she encouraged directors to continue discussions and develop a best practice for the system. Kimberly Young's last day was April 9, 2021. The Monarch System Board has started the search for a new director using John Keister & Associates for an Executive Search.

PRESIDENT'S. Nelson. Included comments regarding the Village Open Meeting presentation in the Village Report.

DIRECTOR'S. Smith. March circulation statistics were provided. Due to the complete closure in March 2020 due to the beginning of the COVID pandemic, the statistics show large inflated increases. Therefore, Smith also provided a comparison to 2019 as a better benchmark. For overall physical + electronic circulation: 2020 = 52.7% increase, 2019 = -2.3% decrease. For Physical items: 2020 = 60.3% increase, 2019 = -7.7% decrease. Digital items: 2020 = 22% increase, 2019 = 41.7% increase. The new Hoopla service is steadily increasing each month with a total of 211 checkouts in March. DPI provided an updated best practice guide for libraries reopening after COVID-19 closures on April 6, 2021. A significant recommendation is the reduction/elimination of quarantining of returned library materials. Summer programming has been planned and includes Storytime Live, Online Book Groups, Registration Kits, Grab & Go Kits, Book Walks and monthly summer performers at Fireman's Park. Additional in-person programming options will be added as restrictions decrease. Statistics for March Grab & Go kits are: Kids = 8,886 YTD and Teens/Adults = 4,040 YTD. The Village of Germantown extended the mask mandate in Village buildings until June 4, 2021. The 2nd dose of COVID-19 vaccine was completed by mid-April for all library staff that chose to receive it. Quarantine of returned material to Germantown was eliminated April 19 and Monarch eliminated quarantine of items delivered through the van service. As a result the grace period of 7 days was reduced to 3 days. This will be reduced to 1 day in May. The library is planning on starting to remove various COVID limitations every few weeks starting May 3 and extended into the fall. A paper survey was created to receive feedback from patrons about the Make it Kits, STEAM Kits and the Grab & Go kits. As of April 28, approximately 800 surveys have been returned. About 85% have indicated they would like this to continue when normal in-person programming resumes. Planning for the virtual summer reading program through Beanstack has started. It will include a physical Badge Book with coupons and raffle prizes. About 500 library SWAG items were given out to patrons who checked out at list 5 items per visit to celebrate the end of National Library Week. Smith plans to do this annually. Testing and configuration of the Monarch2Go app continues. Facilities will be modified as specific COVID restrictions are lifted. Research has begun to replace one of the water fountains with a water bottle filling station. Painted rain barrels from the High School were on display during the month of April as a silent auction fundraiser for the High School. The 'Friends of the GCL' Pop-Up book sales are going extremely well with changing monthly themes.

UNFINISHED BUSINESS

2020 COUNTY CARRYOVER FUNDS – Smith provided a summary of the 2020 County Carryover Funds in the amount of \$30,975 and her recommendation to reallocate the full amount to General Supplies & Exp-County 2021 fund number 10-551-530-3150. MOTION (Nelson, Kerpan): Approve Smith's

recommendation to reallocate \$30,975 of 2020 County Carryover Funds to 2021 account number 10-551-530-3150.

NEW BUSINESS

LIBRARY AIDE TEMPORARY PART-TIME POSITION – Smith requested the addition of a new library position to place temporary employees and employees that have left their normal position and would like to be available on an as needed basis. The hourly rate of the position will be determined based on the assigned duties. The position is not a budgeted position. Staff hired in this position will not have regular guaranteed hours. MOTION (Nelson, Miller): Add the new library position of ‘Library Aide Temporary Part-Time’ as presented. Motion carried (4-0).

RETURN TO REGULAR LIBRARY HOURS EFFECTIVE MAY 3, 2021 – Smith recapped the original need for reduced library hours during this past year while operating safely during COVID. Allowing staff one hour at the beginning and end of each day reduced interactions with the public as they fulfilled services that required them to be on the floor pulling and shelving materials. Now that all staff, that have chosen to, have been vaccinated, quarantine of materials has been lifted, and vaccinations are now available to the public age 16 and over, staff have greater protections to be working on the floor while patrons are present. Staff will still be encouraged to practice social distancing and wear masks and/or face shields as long as required and longer if they choose. The hours Smith recommends returning to are: Monday-Thursday, 9 a.m. – 8 p.m., Friday, 9 a.m. - 5 p.m., and Saturday, 9 a.m. – 4 p.m. MOTION (Nelson, Kerpan): Return to regular library hours as recommended by Smith. Motion carried (4-0).

LIBRARY CLOSING POLICY – Smith proposed replacing the existing ‘Weather Related Closing Policy’ with an all-encompassing ‘Library Emergency Closing Policy’. The current policy was last updated in 2017. During the past few years, society has had to face increased public safety situations and most recently experienced a health pandemic. Smith felt it was important to define when and how the library would close in each of these unique situations. Smith provided a draft of a new ‘Library Emergency Closing Policy’. MOTION (Nelson, Miller): Replace the current ‘Weather Related Closing Policy’ with the new ‘Library Emergency Closing Policy’ as printed. Motion carried (4-0).

VILLAGE OF GERMANTOWN ELECTRONIC MESSAGE SIGN – Smith provided an update from the Village Planner/Zoning Administrator, Jeff Retzlaff, regarding the status of the new Electronic Message Sign. This sign is planned to replace the Mequon Road drive-way sign in the yard next to the shared Village Hall-Library parking lot. Retzlaff shared that the original budget for this project, set years ago, was \$35,000. Over the years the price has increased and is now at approximately \$80,000 which includes the electrical work which was completed a couple of years ago. Retzlaff reached out to Smith to inquire if the library would be willing and able to allocate any funds to help cover any of the increased expense. Nelson, Smith and the board members discussed the advantages to the community, Village Hall and the library to provide funds to help complete this needed project. The library has long needed proper signage to identify the building. In addition, having a more efficient and visually appealing sign will help market the Village, Library and community events. Rather than have this project be delayed further the Library Board members discussed allocating up to \$35,000 to ensure the project is completed as soon as possible. The Library Ameritrade County Capital Funds account can be used for capital expenses when the Village matches the amount allocated by the Library. MOTION (Nelson, Miller): Allocate up to \$35,000 from the ‘Temp Invest – Library Ameritrade (County Capital Funds) to the purchase and installation of the Village of Germantown Electronic Message Sign. Motion carried (4-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, May 26, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

Financial Report **April 27, 2021**

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 3/22/21 per on-line statement		\$3,693.72
Check #1556 4/27 Fun Express	\$172.41	
Check #1557 4/27 Fun Express	\$102.88	
Check #1558 4/27 Bearport Publishing	\$227.40	
Balance 4/27/21		\$3,191.03

Bank Five Nine GCL Board Savings Account

Balance 3/22/21 per on-line statement		\$5,058.24
Interest March	+\$.46	
Balance 4/27/21 per on-line statement		\$5,058.70

Bank Five Nine GCL Building Account (*included in, but accounted for separately)

Balance 3/22/21 per on-line statement		\$17,551.98
Interest March	+\$1.59	
Balance 4/27/21 per on-line statement		\$17,553.57

***Penny Jug Fund (Penny Jug Deposit 1/8/21 +\$80.06) = \$1,923.53 (total)**

***RAO Account** (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = **\$2752.44 (total left)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance June 2020 per bank statement	\$16,514.41
.85/.85% Interest 13 months (mature 7/5/21)	
CD #2 (7285) Balance 4/30/20 per bank statement	\$16,361.35
.60/.60% Interest 13 months (mature 5/31/21)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
Interest earned \$305.51	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): **\$553.32 - \$122.41 (Ck 1556) = \$430.91 (left)**

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = **\$406.96 - \$102.88 (Ck 1557) = \$304.08 (left)**

Costume Fund 5/9/19: (in GCLB check account) - **\$50.00 - \$50 (Ck 1556) = 0 (left)**

2020/21 Funds for Books &/or Materials (in GCLB checking account)

***Dickerson Memorial (2/25/20): \$550.00 - (cost of \$250 brick = \$55.41) = \$494.59 - \$227.40 (Ck 1558) = \$267.19 (left)**

***Library Staff Brick (7/21/20): \$100 - (cost of \$100 brick = \$34.80) = \$65.20 (left)**

***Jil Postl/Vil of G'town (1/25/20): \$50 (left)**

***Cederle Donation (8/31/20): \$100 (left)**

***Kugel Donation (10/27/20): \$500 (left)**

***Ho Donation (12/10/20): \$500 - \$9.50 (plaque cost) = \$490.50 (left)**

***Lynch Donation (12/11/20): \$155 - (cost of brick?) = \$120.00 (+/- left)**

***Kugel Donation (1/29/21): \$500 (left)**

TOTAL= \$2,320.29* (left to spend for 2021)