**GERMANTOWN COMMUNITY LIBRARY BOARD**
REGULAR MEETING
May 26, 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, May 26, 2021. **Members present:** Joyce Nelson, Charlene Brady, Joletta Kerpan, Christa Potratz, Jan Miller, Brenda O'Brien. **Members absent:** Darlene Vosen, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Miller, Kerpan): Approve the minutes of the April 28, 2021 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

**CLOSED SESSION:**
WAGE COMPENSATION.
MOTION (Nelson, Brady): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Miller, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (6-0).

The Germantown Community Library was called into closed session by Nelson at 6:03 p.m.

MOTION (Nelson, Brady): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Miller, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (6-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 6:36 p.m.

RECONVENE INTO OPEN SESSION WITH POSSSIBLE ACTION.
MOTION (O'Brien, Miller): Accept the library part-time staff wage adjustments recommended by Smith. Motion carried (6-0).

**FINANCIAL MATTERS**
TREASURER'S REPORT. Balances as of May 26, 2021: Board Checking Account - $1,107.22; Board Savings Account - $5,059.12; GCL Building Account - $7,554.99 [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 moved $10,000.00 from the GCL Building Account into a new CD label #5 on the Treasurer Report. It is an 18 month CD earning 0.50/.50% interest rate maturing on 10/31/22. CD #2 will mature on 5/31/21. Nelson reported on behalf of Vosen the current interest rates: 13 months at .45%, 18 months at .50%, and 25 months at .60%. MOTION (Nelson, O'Brien): Renew CD #2 for 25 months at .60% interest rate. Motion carried (6-0). MOTION (Nelson, O'Brien): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Kerpan): Approve the schedule of operating vouchers and credit card transactions for May and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Miller, aye; Trustee Kerpan, aye; Trustee O'Brien, 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 for May were reviewed. Discussions regarding the use of library impact fees have begun with the Village Administrator.

**REPORTS**

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Miller summarized the most recent Village Board Meeting. The mask mandate expiration date was changed from June 4, 2021 to May 31, 2021. Christa Potratz was renewed for another 3-year term as a Library Trustee. Potratz was sworn in by Village Deputy Clerk Treasurer, Jennifer Rozek, prior to today's meeting. Item 'L' from the Village Consent Agenda pertaining to the Village of Germantown Electronic Message Sign passed which included $35,000 funding from the Library Board approved in April. Trustee training was provided and included an overview of each Village department. Smith was included and presented an overview of the Library.

COUNTY. Smith. The Washington County Library Board will meet again in August. Washington County directors continue to meet monthly. The Directors continue to review the county contract to find opportunities to update the contract to reflect current library service structures. The five libraries prepared an advertisement for the Washington County Fun Guide and will share a booth at the Washington County Fair. They are planning a meeting with the County Executive.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on May 13, virtually. Discussions included digital magazines through Overdrive, NCOA files, Polaris/ILS settings returned to pre-COVID settings and the Monarch website. The Monarch System Board has five candidates for the Director position and are beginning interviews.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. April monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 315.4%, 2019 = -3.6%; Physical items: 2020 = 1052.9%, 2019 = -1.8%; Digital items: 2020 = -8.7%, 2019 = 48.6%. Hoopla had 160 checkouts which was down from March. Smith also provided additional statistics for January thru April for programming and facility usage. Programming participation statistics: In-Person = 16, Virtual = 553, Pre-recorded = 3.814. Self-Directed participation statistics: Challenges = 4,533, Activities = 10,515, Grab 7 Go Kits = 17,278, Kits requiring registration = 1,740. DPI released 2022 Annual Report updates and include programming breakout for children ages 0-5 (instead of 0-11). Smith received a donation from Jane Schmidt for $700 to be used to purchase large print material. Summer programming brochure is available. Grab & Go Kits will continue through the summer. In-person programming options will be available with small groups and registration. Summer Reading Challenge for all ages will run June 7 – August 21 using Beanstack online with some in-person components. The library returned to pre-COVID normal hours on May 3. Other restrictions were lifted including water fountains, children's bathroom, eliminating the temporary exit, making laptops available for checkout and adding additional seating throughout the library. The lobby Welcome Desk is scheduled to end on August 14. The Customer Service Survey was launched May 24. The survey for Grab & Go and Registration Kits received 200+ results. Smith provided a summary of the feedback. Three of four adult book clubs returned to in-person meetings. Virtual Memory Cafes continue with the first in-person event in July. The new Monarch2Go app was launched May 3. A kiosk for Beanstack was setup in the Youth Services area. The Friends of the Library Pop-up Book Sale will end at the end of May and resume in September. An Usborne book sale will take it's place during the summer months. The library has two vacant service desk positions that existing staff are covering. Full-time staff participated in the WAPL conference webinars.

**UNFINISHED BUSINESS**

VILLAGE OF GERMANTOWN ELECTRONIC MESSAGE SIGN – At the May 17 meeting, the Village Board approved the proposed new exterior Village Hall and Library Electronic Message Sign which included $35,000 funding from the Germantown Community Library. Smith will receive an update on installation timing from DPW. Library Board members expressed a need to also place a 'Library' sign above the front doors of the library, like Village Hall. This will be discussed with DPW as well.

**NEW BUSINESS**

CIRCULATION POLICY – Smith presented an updated Circulation Policy which addresses digital library cards from outside Wisconsin, changes purging of patron records after three years rather than five years to match DPI Standards, specify material loan and renewals as physical material, change the return Grace Period to one day, and add requirement for 'realia' material. Wording was clarified to specify a photo ID is required when applying for a library card. Brady voiced concern about requiring a photo ID. Smith will further research state statutes and best practices for this and bring back to the next meeting.

GIFTS POLICY – Smith presented an updated Gifts Policy. The changes including the various recognitions that are outlined in the revised Gifts & Memorials brochure. It includes the Children's Area Tree, Donor Wall, Outdoor Patio, Material Gifts, Lobby Giving Tree and Naming Rights. MOTION (Nelson, Brady): Approve the Gifts Policy as printed. Motion carried (6-0).

STRATEGIC / FACILITY PLANNING – Smith has been working with the Village on discussions of the library impact fees now that the library building is paid off. The Village Administrator asked Smith about the feasibility of a new second floor or other library construction needs for designating future Impact Fees. Smith shared with the Library Board that when the building was built 20 years ago there was an intent to add a second floor to accommodate growth. During the past few years discussion of adding a second floor has surfaced as the library is experiencing a shortage of space for services as library use grows. The Library Board shared this is an important time to do a facilities strategic plan because the Village is working on strategic planning for the DPW and the Police Department facilities. The Library Board asked if there is a strategic plan when the building was constructed and if there are past proposals to add a second floor. Smith will go through her files and bring any documents she has to the next meeting. In addition, Smith proposed engaging WiLS (Wisconsin Library Services) who offer public library strategic planning resources. The Library Board was supportive and asked Smith to bring a written proposal from WiLS to the next meeting.

**ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, June 23, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

**Germantown Community Library Board**
Financial Report May 26, 2021
By Darlene Vosen

**Bank Five Nine GCL Board Checking Account**

| | | |
|---|---|---|
| Balance 4/27/21 per on-line statement | | $3,191.03 |
| Check #1559 5/3 Lerner Publishing | -$579.73 | |
| Check #1560 5/3 Penworthy Co. LLC | -$1,201.83 | |
| Check #1561 5/3 Fun Express | - $75.96 | |
| Check #1562 5/3 Fun Express | - $39.99 | |
| Check #1563 5/3 Fun Express | - $186.30 | |
| Balance 5/26/21 per on-line statement | | $1,107.22 |

**Bank Five Nine GCL Board Savings Account**

| | | |
|---|---|---|
| Balance 4/27/21 per on-line statement | | $5,058.70 |
| Interest April | +$.42 | |
| Balance 5/26/21 per on-line statement | | $5,059.12 |

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

| | | |
|---|---|---|
| Balance 4/27/21 per on-line statement | | $17,553.57 |
| Withdrawal & transfer to #5 CD | -$10,000.00 | |
| Interest April | +$1.42 | |
| Balance 5/26/21 per on-line statement | | $7,554.99 |

***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 (mature7/5/21) | | |
| **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) | | |
| **CD #4 (1404)** Balance 10/25/20 per bank statement | | $16,112.76 |
| 0.60/.60% Interest 13 months (mature 11/25/21) | | |
| **CD #5 (8801) Balance 04/30/21 per bank statement** | **$10,000.00** | |
| **0.50/.50% Interest 18 months (mature 10/31/22)** | | |

# 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- (Cks. 1561, 1562, & 1563) = $1.83 (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 - $267.19 (Ck. 1559) = 0 (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 - $50 (Ck. 1559) = 0 (left)**
**Cederle Donation (8/31/20): $100 - $100 (Ck. 1559) = 0 (left)**
**Page 2, continued;**

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

**Kugel Donation (10/27/20): $500 - $500 (Cks.1559 & 1560) = 0 (left)**
**Ho Donation (12/10/20):** $500 - $9.50 (plaque cost) = **$490.50 - $490.50 (Ck. 1560) = 0 (left)**
**Lynch Donation (12/11/20):** $155 – (cost of brick?) = **$120.00 - $120 (Ck. 1560) = 0 (left)**
***Kugel Donation (1/29/21): $500 - $253.87 (Ck. 1560) = $246.13 (left)**
**TOTAL= $311.33* (left to spend for 2021)**