

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

June 23, 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, June 23, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Joletta Kerpan, Christa Potratz, Jan Miller, Brenda O'Brien. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Miller, Vosen): Approve the agenda as printed. Motion carried (7-0).

MOTION (Vosen, Brady): Approve the minutes of the May 26, 2021 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 23, 2021: Board Checking Account - \$1,507.22; Board Savings Account - \$5,059.51; GCL Building Account - \$7,632.45 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,468.13 (renewed for 25 months at .60%); Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. CD #1 will mature on 7/5/21. Vosen reported the current interest rates: 13 months at .45%, 18 months at .50%, and 25 months at .60%. MOTION (Nelson, Miller): Renew CD #1 for 18 months at .50% interest rate. Motion carried (7-0). MOTION (Kerpan, Miller): 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 June and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Kerpan, aye; Trustee Miller, aye; Trustee O'Brien, aye; Trustee Potratz, aye; Trustee Vosen, 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 for June were reviewed. The Board asked Smith to confirm with Village Hall that the Library Trust Fund 340-342-2100 (Designated – Library) reflects collected Impact Fees for the library. The Board also asked to confirm the debit amount associated with the Temp Invest-Library Ameritrade account, 100-110-3160, reflects interest earned.

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Jana Schmidt for a \$700 donation for adult large print material.

VILLAGE. Miller. Miller summarized the most recent Village Board Meeting. Village Hall hired a new Support Services Manager, Erin Hirn. The July 4 parade will be held. There was a ribbon cutting ceremony for the new Fireman's Park Pavilion. The Village was awarded \$2.1M for the American Rescue Plan Act (ARPA) to assist the Village with expenses tied to the COVID pandemic. This will be received in two payments split between 2021 and 2022. Smith will discuss with the Village Administrator to what

extend the Library will be included in these funds. Miller provided updates to the planning for a new DPW facility. The new Electronic Message Sign is contracted to be installed by the end August. Smith is scheduled to meeting with Village Hall staff to coordinate what and how library messages will be included.

COUNTY. Vosen and 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 will share a booth at the Washington County Fair, July 20-25. They are looking for library staff and board members to work the booth. Miller mentioned Washington County will receive \$26M in American Rescue Plan Act (ARPA) funds.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on June 10, virtually. Discussions included Monarch App billing, continuation of using NCOA files to clean-up patron records, and Polaris/ILS settings returned to pre-COVID settings. The Monarch System Board is interviewing candidates for the Director position.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. May monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 94.5%, 2019 = -0.5%; Physical items: 2020 = 146.7%, 2019 = -5.4%; Digital items: 2020 = -8.5%, 2019 = 37.6%. Hoopla had 233 checkouts. The Summer Reading Challenge has 800+ patrons registered. Smith provided a list of youth/teen/adult upcoming programming with dates. The Large Community Room and Large Study Room are now open for patron use. The magazine exchange table is available. A water bottle filling station is scheduled to be installed by Cintas in a few days. DPW removed the extra drinking fountain in the location where the water bottle filling station will be installed. The Usborne book sale began June 7. The library is accepting applications for the open Library Specialist position until June 28. Current staff are covering the shifts for the open Youth Services Assistant position. The Customer Service Survey was launched May 24 and have 95 responses to date. Smith provided the results and comments to the supervisors for review. The Library Memory Project was awarded a grant for \$35,000 for 2022 & 2023 through StoryCorps. The Adult Services Librarian will be participating in this. The Adult Services Librarian is also leading a series of 'Roam with Readers' walks through the Village Park & Rec. The first 'Storytime on the Patio' was held on June 8 with full registered participants. The library participated in the Village Park & Rec 'Movies in the Park' on June 11. The library continues to offer book bundles and is pulling books for local daycares and the Park & Rec Tyke Site program. The Circulation Manager has begun developing a 'Get Your Library Card' campaign for September. Tech Services is developing the procedures to add a new 'Library of Things' collection. The Assistant Director is working with Monarch and the IT Workgroup to evaluate alternative Website hosting services and more robust support request ticket system. The Assistant Director also distributed the final Monarch NCOA individual files to each library for patron record clean-up. Smith held a preliminary meeting regarding facility planning with representatives from DPW and the Library Board. Smith will contact the original architect for information. The Assistant Director is working with vendors to pursue signage for the front doors of the library, for internal service desks and to update some adult seating.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – Smith contacted WiLS for information and a proposal for strategic planning. Smith presented the WiLS proposal for Strategic Plan Development, Consulting and Facilitation

Services for \$8,630.00 not including travel expenses. They propose to begin this process in October or November of 2021. It will take approximately six months. Smith stressed the importance of gathering community input once patrons are able to fully engage in-person rather than virtually. The Library Board requested statistics next month regarding the percentage of patrons that have provided their email addresses on their account for library notices. Miller emphasized this will take a significant amount of staff time to assist pulling necessary information together and this should be planned for accordingly. Distinction for statistics will need to be made between the Village of Germantown and the entire service population of the library which includes the Town of Germantown, Richfield, and Jackson. Vosen mentioned the original building was based on numbers only from the Village of Germantown and not the surrounding served communities. MOTION (Kerpan, Vosen): Accept the WiLS proposal as presented. Smith should work with WiLS to finalize the specific components to engage. It will be determined at the July meeting what accounts will be used to fund the WiLS project. Motion carried (7-0).

CIRCULATION POLICY – Smith presented an updated Circulation Policy which modified the originally proposed language to prevent requests of library cards from outside of the State of Wisconsin for only digital only materials. Origin changes to purge 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 remained. Requested input from the state and other system libraries regarding the requirement to submit a photo ID to receive a new library card was provided. Smith also added additional language to allow Computer Internet Access Use only cards. MOTION (Vosen, Miller): Accept the updated Circulation Policy as printed. Motion carried (7-0).

NEW BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Lloyd provided examples from SignWorks of Hartford for proposed signage for the front entrance to the library. The Board provided feedback on preferences. Lloyd will bring refined examples and a quote to the July meeting.

INTERNET USE POLICY – Smith provided a proposed updated version of the ‘Acceptable Internet Use Policy’. It was proposed to merge the ‘Wireless Internet Access Policy’ with this policy and rename it to the ‘Computer/Internet Use Policy’. The new policy further clarifies what is considered ‘guest use’ and adds a provision for an ‘Internet Use Only’ library card approved in the ‘Circulation Policy’. MOTION (O’Brien, Vosen): Accept the updated ‘Internet Use Policy’ as printed. Motion carried (7-0).

WIRELESS INTERNET POLICY – Smith proposed merging this file into the revised ‘Internet Use Policy’ approved and eliminate this policy. MOTION (Vosen, Miller): Merge the ‘Wireless Internet Policy’ into the Internet Use Policy as previously approved. Motion carried (7-0).

EXAM PROCTORING POLICY – Smith proposed adding a new policy to cover exam proctoring services at the library. MOTION (Vosen, Miller): Accept the new ‘Exam Proctoring Policy’ as printed. Motion carried (7-0).

STAFF TRAINING DAY – Smith proposed closing the library for up to two hours to conduct a full staff meeting/training session in August. Smith provided circulation and patron visit statistics by hour and day of the week. Two alternatives of the lowest activity times were proposed. Smith indicated this would be helpful to do annually. The other all staff meetings will continue to be held prior to the library open hours. MOTION (O’Brien, Nelson): Allow Smith to select a date and time in August to close the library for two hours to conduct an all staff meeting/training session. Motion carried (7-0).

ANNOUNCEMENTS

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

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report **June 23, 2021**
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 5/26/21 per on-line statement		\$1,107.22
6/3 Deposit Schmidt (large print) Donation	+\$700.00	
8/12 Check #1564 Marsh/SRP	-\$300.00	
Balance 6/23/21		\$1,507.22

Bank Five Nine GCL Board Savings Account

Balance 5/26/21 per on-line statement		\$5,059.12
Interest May	+\$.39	
Balance 6/23/21 per on-line statement		\$5,059.51

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

Balance 5/26/21 per on-line statement		\$7,554.99
Interest April	+\$.58	
Deposit Penny Jug	+\$76.88	
Balance 6/23/21 per on-line statement		\$7,632.45

***Penny Jug Fund (Penny Jug Deposit 6/3/21 +\$76.88) = \$2,000.41 (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 5/31/21 per bank statement	\$16,468.13
Interest earned +\$106.78	
.60/.60% Interest 25 months (mature 6/30/23)	
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 - \$300 (ck. # 1564 8/12/21) = \$130.91(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)

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

***Kugel Donation (1/29/21): \$500 - \$253.87 (Ck. 1560) = \$246.13 (left)**

***Schmidt Donation (6/3/21 - large print): \$700.00 - (brick or plaque?) = \$650.00 +/-**

TOTAL= \$961.33* (left to spend for 2021)