

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

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

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

MOTION (Brady, Vosen): Approve the minutes of the Jun 23, 2021 as printed. Motion carried (5-0).

PUBLIC INPUT: Guest, Mike Rodriguez, did not have any input. He was there as a concerned tax payer to listen to the information provided from the agenda.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 28, 2021: Board Checking Account - \$1,507.22; Board Savings Account - \$5,059.97; GCL Building Account - \$7,633.14 [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; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for July and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Vosen, 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 July were reviewed. Lloyd received an explanation from Village Hall regarding several account questions from the Board last month. The Library Trust Fund 340-342-2100 (Designated – Library) reflects the combined balances of the Library Trust Accounts. The Revenue & Expense Report did not reflect the \$25,000 county carryover. This will need to be confirmed on the August report. Village Hall indicated debit amounts associated with the Temp Invest-Library Ameritrade account, 100-110-3160, reflects changes in the value of the investment. It is possible there may not be transactions every month. Finally, the Board requested a report of the detailed Impact Fees. This was provided reflecting a \$281 charge for each new building construction with a balance of \$16,298.00. The Board asked Smith to verify how many years the Library has to use the Impact Fees.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Jolletta Kerpan was approved and sworn in for another 3-year term on the Library Board. CleanPower who currently services the Library and other village properties was awarded a 3-year contract. Re-construction of Division Road between Mequon Road and County Line Road was

approved and will be completed by 2025. This will impact the Division Road entrance to Village Hall and the Library. Details of this project can be found on the Village Board agenda packet and minutes.

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 shared a booth at the Washington County Fair, July 20-25 and talked with over 3,300 attendees.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on June 8, virtually. The Monarch System Board interviewed two candidates for the Director position. The system staff and directors are waiting for the decision to be announced.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. June monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 10.5%, 2019 = -0.1%; Physical items: 2020 = 13.5%, 2019 = -2.4%; Digital items: 2020 = -7.2%, 2019 = 20.2%. Hoopla had 179 checkouts. Smith received an anonymous \$20 cash donation for general use. Summer Reading Challenge currently has over 1,100 registered patrons. Outreach events include Concert in the Park, Movies at the Park, Amazing Race, German summer school classes, 'A Taste of Germantown' and NAC Night. Upcoming programs include Book Walks, Children's concert on the Patio, Performers at Fireman's Park, Storytime Live and on the Patio, Harp Music Concert on the Patio, Identify Theft presentation, Digital Resources Tech Talk, Script Reading, Book Groups and many STEAM and grab and go kits. Smith provided an insert for August programming. The Fall programming brochure will be available mid-August. The Welcome Desk will be closing July 31. The library has two vacant positions: Youth Services Assistant and Adult Services Assistant. A new Library Specialist has been hired for the vacant Circulation Desk position. A Customer Service Survey was launched May 24 and currently have 168 responses. The library will be closed August 11 from 9-11 a.m. for a full staff meeting and training. The library hosted the first in-person Wild Plum Memory Café since COVID. The Circulation Manager has begun setting up a "Get Your Library Card" campaign for September with local businesses. Tech Services continues to prepare the new 'Library of Things' collection. The 'Library of Things, Jr.' will be rolled out in August. Work continues on research with Monarch for alternative web hosting services and an enhanced support ticket tracking system. Work continues on indoor and outdoor sign designs. Strategic planning and facility planning continues.

UNFINISHED BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Smith provided final designs from SIGNworks for the library front entrance signage. MOTION (Vosen, Brady): Move to accept design Option A with straight 'Germantown Community Library' in red to match the roof and gutters. Motion carried (3-1 with Nelson abstaining). MOTION (Nelson, Miller): Move to accept design Option D with curved 'Community Library' in bronze to match the door trim. Motion not carried (1-3 with Nelson abstaining). Smith provided four designs for the library address on the front of the building. MOTION (Vosen, Brady): Move to accept Option A with a bronze ACM and beige vinyl lettering. Motion carried (5-0).

STRATEGIC / FACILITY PLANNING – Smith provided a copy of the WiLS Strategic Planning Memorandum of Understanding (MOU). Smith recommended the library accept the MOU with a targeted start date of November 2021. This would be a 5-year strategic plan with updates to the plan every five years. MOTION (Vosen, Brady): Move to accept the WiLS Strategic Planning MOU for \$10,529.00 with work to

begin in November 2021. The plan would be funded using general budget funds, Library Board funds or possibly Impact Fees. Motion passed (5-0). Nelson, Miller and Smith provided a summary of the second floor expansion feasibility fact gathering with Michael Bahr, Plunkett Raysich Architects, and Mary Piontkowski, Harwood Engineering Consultants, that were part of the original building construction. Harwood Engineering provided a copy of the original Structural Framing Plan for a Mezzanine Level. The structural plan is not intended to support a complete second floor addition. It was recommended to conduct a facility expansion feasibility survey with local architects that have library experience. This would provide information pertaining to the feasibility and cost to complete the second floor as originally designed. Smith recommended establishing a Strategic Planning Ad Hoc Committee to coordinate the WILS strategic planning process and facility expansion feasibility fact finding. MOTION (Nelson, Miller). Move to create a Strategic Planning Ad Hoc Committee to coordinate the WILS strategic planning and the facilities expansion fact finding. Members to include, Nelson, Miller, Smith, Lloyd and Dan Ho. Motion passed (5-0).

NEW BUSINESS

LIMITED SERVICES ON SATURDAY, OCTOBER 23 – Smith notified the Board there would be limited services on Saturday, October 23, 2021 as the library staff prepares and runs the Halloween program at the library. Library staff begin the setup on Friday after the library closes. They continue Saturday morning and offer the first daytime, family friendly program Saturday afternoon. After close on Saturday, the staff completes the setup for the evening program. Limited services include moving the newspapers and computers to the Community Meeting Room. The children's area will be open as normal. The Holds shelf and the Circulation Desk will also be open as normal. The adult and YA stacks will be closed. Staff will have access to retrieve material for patrons as requested. Adult Reference Desk staff will be available for questions in the library lobby. The Library Board did not have any issues with the plan.

CANCELATION OF LIBRARY BOARD MEETING ON WEDNESDAY, NOVEMBER 17 – The WLA annual conference is scheduled for the week of November 15, 2021 and Smith is required to attend to meet her Director license educational credits. Smith proposed cancelling the November 17, 2021 Library Board meeting. MOTION (Vosen, Miller): Move to cancel the November 17, 2021 Library Board meeting. Motion carried (5-0).

GERMANTOWN COMMUNITY LIBRARY BYLAWS – Smith proposed changing the ByLaws to increase the number of Library Board members from seven to nine based on the Village of Germantown population and corresponding WI State Statute 43.54 requirements. In addition, she recommended changes to reflect updated job titles. MOTION (Vosen, Nelson): Move to accept the changes as printed and present at the August meeting for a second reading. Motion carried (5-0).

PETITIONS AND POLITICAL CAMPAIGNING POLICY – Smith recommends:

1. Move points pertaining to petitioning and political campaigning to the 'Acceptable Library Behavior Policy'
2. Move points pertaining to the posting of information to the 'Display, Exhibit and Posting Policy'
3. Eliminate this policy.

MOTION (Nelson, Miller): Move the information as recommended and eliminate the 'Petitions and Political Campaigning Policy'. Motion carried (5-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith proposed moving points about petitioning and campaigning from the 'Petitions and Political Campaigning Policy' to this policy. Brady asked that 'library

grounds' be specifically defined because the library and village share multiple areas. Members of the Board also requested taking into consideration the soliciting and campaigning ordinances of the Village. Lloyd will request this information from Village Hall and the Police Department and apply it to the policy for review at the August meeting.

DISPLAY, EXHIBIT AND POSTING POLICY – Smith proposed moving the 'Posting' guidelines from the 'Petitions and Political Campaigning Policy' to this policy and renaming it. MOTION (Vosen, Miller): Accept the revised and renamed policy as printed. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 25, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

Financial Report **July 28**, 2021

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 6/23/21	\$1,507.22
No Activity	
Balance 7/28/21	\$1,507.22

Bank Five Nine GCL Board Savings Account

Balance 6/23/21 per on-line statement	\$5,059.51
Interest June	+\$.46
Balance 7/28/21 per on-line statement	\$5,059.97

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

Balance 6/23/21 per on-line statement	\$7,632.45
Interest June	+\$.69
Balance 7/28/21 per on-line statement	\$7,633.14

***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
.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)