

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 25, 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, August 25, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Strategic Planning Committee Member, Dan Ho. Proper notification of the meeting had been given.

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

MOTION (Vosen, Brady): Approve the minutes of the July 28, 2021 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 24, 2021: Board Checking Account - \$1,527.22; Board Savings Account - \$5,060.39; GCL Building Account - \$7,633.14 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,666.87; 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, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached. Vosen indicated the Schmidt donation does not need a brick or plaque.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for August and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, 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 August were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Miller provided a summary of the topics covered at the past Village Board meetings. The Village website domain name will be changing in the near future to Germantownwi.gov. The Village is holding a feedback session on 9/8 at 3:00 regarding the approximately 49% proposed water bill increase. Washington County will be coming to Germantown on November 23 for redistricting. The next Village Board meeting is September 20. There will be a joint Village Board and School Board meeting on August 30 which will include discussion about the School Resource Officer and the Intergovernmental contracts.

COUNTY. Vosen and Smith. The Washington County Library Board met August 19. The budget was approved as is which does not include any increase. Germantown's percentage based on circulation was 23.9%. The county board is scheduled to meet September 16 @ 1:30 to discuss the restructure of the

county-wide agreement with Washington County libraries. After the county approves the new agreement, it needs to be reviewed and approved by each of the five library boards. 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. Smith highlighted several proposed changes including moving from a quarterly to annual calculation, base the funding on a per cost per circ rather than total circulation percentage among the five libraries, and to place extra funds in a resource fund to be used to pay for shared county resources. Smith confirmed the circulation statistics used do not include digital materials. ACT 420 funds decreased \$11,000.

SYSTEM. Nelson and Smith. The Monarch Library System Directors did not meet in July. The Monarch System Board continues to hire a new System Director.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. July monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 10.0%, 2019 = -10.2%; Physical items: 2020 = 13.4%, 2019 = -12.9%; Digital items: 2020 = -9.4%, 2019 = 20.0%. Hoopla had 183 checkouts. Smith passed on a donation of \$3,745 from Dan Pagliaro. Smith indicated the library received a \$5,000 grant from the Unite Way of Waukesha County & Greater Milwaukee County to be applied to youth and teen programming to be used by the end of September 2021. Cash and checks totaling \$1,236.65 from the Usbourne book sale was passed on to Vosen for deposit. At the September meeting the total cash and sales will be reported along with the percent of sales donated to the library. Summer programming include the Summer Reading Challenge, Concerts in the Park, NAC Night and Back to School Nights. Smith provided new fall programming brochures which includes new teen programming. Grab & Go kits are available on Thursdays. A September programming highlight includes a passive three-day Early Literacy Adventure Sept 23-25. Shannon S. was hired as the new Youth Services Assistant. There is still a vacant position in Adult Services. The library was closed for the morning of August 11 for staff training. The new 'Library of Things Jr.' collection was released, August 19. The "Get Your Library Card" campaign will run during September. Additional programming and accomplished are highlighted in the Director's report.

UNFINISHED BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Lloyd presented the Library Board approved signage to the Village of Germantown Building Oversight Committee and the Village Plan Commission on August 9. All plans were approved. Lloyd was working with SIGNWorks to finalize the order. It will take about six weeks to install the sign.

STRATEGIC / FACILITY PLANNING – Smith provided a summary of the Strategic Planning Committee August meeting. It was decided that committee minutes would be shared with the entire Library Board after they have been approved by the committee. The committee drafted a Facilities Feasibility Survey and cover letter. The cover letter was submitted to the Village attorney for approval. Once the letter is approved it will be sent to four local architects that have verbally agreed to complete the survey. The committee is scheduled to tour local libraries the morning of September 15. Smith submitted the approved Memorandum of Understanding (MOU) to WiLS and the project will start in November 2021. Miller expressed the need to present to the Village Board the possible future plans to complete the library building by adding the second floor. Impact Fees targeted for the library are intended to be used to finish the building. She indicated this project should be considered for ARPA funds and make sure the Village Board is aware that the funds current in the Library Capital Funds must be matched by the Village of Germantown in order to be used. It was stressed to have the second floor of the library be added to

the Village Capital Plan Budget. It was decided Miller would research the steps needed to be added to the Village Capital Plan Budget. Acknowledging fundraising will be necessary for any future building, Vosen offered to review the fundraising methods used 20 years ago for the initial building. Smith with talk with the 'Friends of the GCL' about potential fundraising and will also talk with other libraries that have created Foundations for their fundraising efforts.

GERMANTOWN COMMUNITY LIBRARY BYLAWS – Smith presented the revised ByLaws for a second reading. MOTION (Vosen, Miller): Move to accept the updated bylaws as printed. Motion carried (6-0).

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith provided an updated copy with the recommended changes regarding the definition of library grounds. Lloyd reviewed the Municipal Code to take into consideration for recommended changes. During the review there were several areas of the Municipal Code pertaining to the library that need to be updated. Lloyd with work with Village Hall over the coming months to make those changes. Brady expressed concern that the library grounds definition included the sidewalk along Mequon Road. Lloyd will make the correction to exclude this and present for a third reading at the September meeting.

NEW BUSINESS

OUTREACH SERVICES ASSISTANT – Smith proposed creating a new part-time position that would work between 20-29 hours/week and provide outreach services to Germantown, Jackson and Richfield communities. The position will focus on providing library services and promoting the library at institutions, school and community events. Hours will be shifted from Page I and Page II positions that were used to help with these events in the past. MOTION (Brady, Kerpan): Move to accept the new Outreach Services Assistant position using existing funds as printed. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 22, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board

Financial Report Aug. 24, 2021

By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 7/28/21		\$1,507.22
8/5/21 Deposit Cash Anonymous Donation	+\$20.00	
Balance 8/24/21 per on-line statement		\$1,527.22

Bank Five Nine GCL Board Savings Account

Balance 7/28/21 per on-line statement		\$5,059.97
Interest July	+\$.42	
Balance 8/24/21 per on-line statement		\$5,060.39

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

Balance 7/28/21 per on-line statement		\$7,633.14
Interest July	+\$.63	
Balance 8/24/21 per on-line statement		\$7,633.77

***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 7/5/21 per bank statement	\$16,666.87
.50/.50% Interest 18 months (mature 1/5/23)	
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 +/-**

***\$20 Cash Anonymous Donation = \$20.00**

TOTAL= \$981.33* (left to spend for 2021)