

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 22, 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, September 22, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan, Jan Miller, Brenda O'Brien. **Members absent:** None. **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 (Vosen, Brady): Approve the agenda as printed. Motion carried (7-0).

MOTION (Kerpan, Miller): Approve the minutes of the August 25, 2021 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

NEW BUSINESS

2022 LIBRARY BUDGET: - Smith presented the proposed 2022 Library Budget. Changes included consolidating account strings for county line items to simplify accounting procedures with the understanding the library will keep all funding (village and county) under Chapter 43.58 (1), increasing fringe benefits due to increased expense of health insurance, adding \$300,000 in capital funding for design work of the library second floor. Smith proposes approval of the budget as printed. MOTION (Brady, Kerpan): Move to approve the proposed library budget as printed. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, no; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (6-1).

2022 LIBRARY BOARD BUDGET: - Smith presented the proposed 2022 Library Board Budget and recommended approval as presented. MOTION (Nelson, Brady): Approve the 2022 Library Board budget as printed. ROLL CALL VOTE: Trustee Brady, aye; Trustee Miller, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (7-0).

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of September 21, 2021: Board Checking Account - \$6,508.87 included deposits for Pagliaro donation and Usborne Book Sale revenues; Board Savings Account - \$5,060.83; GCL Building Account - \$7,634.44 [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 (Brady, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Miller, O'Brien): Approve the schedule of operating vouchers and credit card transactions for September 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; Trustee O'Brien, 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 September were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed thank you cards to Daniel Pagliaro for his donation of \$3,745.00 and to Nicole Angresano of the United Way of Greater Milwaukee and Waukesha for their donation of \$5,000.00.

VILLAGE. Miller. Miller provided a summary of the September 20, Village Board meeting which included recognition for Mark Schroeder and Lt. Tom Schreihart's retirement and the presentation of the Washington County Executive, Josh Schoemann, on the need for affordable housing. Miller also covered her participation in the Leadership Germantown year-long training. The library's new employee, Cara R., is also participating.

COUNTY. Vosen and Smith. The Washington County Library Services Board met September 16 and discussed the restructure of the county-wide agreement with Washington County libraries. The new agreement was approved and now must be approved by each of the five library boards, municipal boards and the Washington County Board before the end of the year. The next meeting will be in October.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met virtually on September 9. The Monarch Library System Board hired Riti Grover as the new System Director. Her start date will be October 3. Beaver Dam Community Library was added to the Monarch ILS/Polaris system on September 1.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. July monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 0.3%, 2019 = -9.3%; Physical items: 2020 = 5.1%, 2019 = -13.2%; Digital items: 2020 = -4.9%, 2019 = 24.3%. Hoopla had 265 checkouts. Summer reading challenge was completed August 21 and the library had 1,153 participants, with 10,334 badges earned, and 827,705 minutes read. The Germantown "Get Your Library Card" campaign that partnered with local businesses will run through September. Smith covered the September through December main youth and adult programs that are planned. The Fall programming brochure is available. The library continues to follow state, county, and village COVID requirements. Adult and Youth teams continue to transition to in-person programming with registration requirements to control attendance. The Adult Service team has one opening. Cara R. was hire as an Outreach Services Assistant. Joanne W. and Jenni K. were hired as Library Specialists. Building project designs were completed and ordered for internal and external signage, youth furniture, and shelving for the new Adult Library of Things collection. Additional programming and accomplishments are highlighted in the Director's report.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – Smith confirmed engagement with WiLS for the Germantown Community Library Strategic Plan which will begin in November. A planning team will be assembled and requires about 15 hours of participation during the six-month process. The approved minutes from the August 11 committee meeting were provided. The committee met September 15 to tour four local libraries that have second floors. The Village attorney approved the Feasibility Survey cover letter with a few recommended changes. The survey was sent to four local architectural firms. The committee will

review the responses of the survey and the notes from the library tours at the October committee meeting.

ACCEPTABLE LIBRARY BEHAVIOR POLICY – Smith provided an updated copy for the third reading that included a recommended change to the definition of library grounds to exclude the sidewalk along Mequon Road. MOTION (Nelson, Kerpan): Move to accept the Acceptable Library Behavior Policy as printed. Motion carried (7-0).

NEW BUSINESS (continued)

POSITION TITLE: YOUTH SERVICES ASSISTANT – Smith requested the ‘Youth Services Assistant’ position title be changed to ‘Youth Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: ADULT SERVICES ASSISTANT – Smith requested the ‘Adult Services Assistant’ position title be changed to ‘Adult Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: OUTREACH SERVICES ASSISTANT – Smith requested the ‘Outreach Services Assistant’ position title be changed to ‘Outreach Services Specialist’ to better reflect the duties and responsibilities of the position.

POSITION TITLE: TECHNICAL SERVICES ASSISTANT – Smith requested the ‘Technical Services Assistant’ position title be changed to ‘Technical Services Specialist’ to better reflect the duties and responsibilities of the position.

MOTION (Miller, O’Brien): Move to change the four position titles in Items C-F as requested. Motion carried (7-0).

COMPUTER INTERNET USE POLICY: - Smith presented updates to the Computer Internet Use Policy which increase the time limits a patron can use the public internet and laptop computers per day. MOTION (Brady, Kerpan): Move to accept the changes to the Computer Internet Use Policy as printed. Motion carried (7-0).

WASHINGTON COUNTY-WIDE LIBRARY SERVICES AGREEMENT: - Smith presented the proposed Washington County-Wide Library Services Agreement and a summary of the Washington County Library Study findings. Smith recommends approving the proposed agreement. MOTION (Nelson, Miller): Move to accept the proposed Washington County-Wide Library Services Agreement as printed and pass on to the Germantown Village Board for their review and approval. Motion carried (7-0).

2022 CLOSED DATES: - Smith provided a 2022 calendar with proposed closed dates and Library Board meeting dates. The number of closed dates would be the same as 2021. MOTION (Vosen, O’Brien): Move to accept the 2022 calendar as printed. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 27, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report Sept. 21, 2021
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 8/24/21 per online statement	\$1,527.22
8/27/21 Deposit Usborne BS & Pagliaro Donation +\$4,981.65	
Balance 9/21/21 per on-line statement	\$6,508.87

Bank Five Nine GCL Board Savings Account

Balance 8/24/21 per on-line statement	\$5,060.39
Interest August	+\$.44
Balance 9/21/21 per on-line statement	\$5,060.83

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

Balance 8/24/21 per on-line statement	\$7,633.77
Interest August	+\$.67
Balance 9/21/21 per on-line statement	\$7,634.44

***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**

***Pagliaro Donation (8/27/21): \$3,745.00**

TOTAL= \$4,726.33* (left to spend for 2021)