

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 23, 2022

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, March 23, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Jan Miller, Library Director Trisha Smith. **Members absent:** Joletta Kerpan, exc., Charlene Brady, exc., Assistant Director Connie Lloyd, exc. **Also present:** Thomas Williams, Linda Williams. Proper notification of the meeting had been given.

MOTION (Vosen, Miller): Motion to approve agenda as printed. Motion carried (4-0).

APPROVAL OF MINUTES

MOTION (Vosen, Miller): Approve the minutes of the January 26, 2022, meeting as printed. Motion carried (4-0).

MOTION (Miller, Vosen): Approve the minutes of the February 23, 2022, meeting as printed. Motion carried (4-0).

PUBLIC INPUT:

Thomas Williams, resident of Germantown, commented on the use of the public computer stations. He stated that there is an individual that stays on the computers all day long. He is looking to have the policy changed to limit individuals to two hours per day and would also like the library to open up the two public computer stations that were closed due to COVID-19.

Linda Williams, resident of Germantown, commented that she agrees with what was previously said and that the individual should not be allowed to stay on the computers all day. She stated that she is concerned for others in the library because of the individual.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 22, 2022: Board Checking Account - \$6,525.41; Board Savings Account - \$5,064.16; GCL Building Account - \$7,714.92 [Penny Jug - \$2,077.35] [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- \$16,436.15; Building Fund CD Account #4- \$16,217.92; Building Fund CD Account #5- \$10,000.00. There was a \$1.00 deposit made in the Bank Five Nine Board Saving Account that is required to keep the account active. MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (4-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Miller): Approve the schedule of operating vouchers and credit card transactions for February and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Miller, aye; President Nelson, aye. Motion carried (4-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the Impact Fees Report for March were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Discussion continues on the \$2.1 million in ARPA funds that were allocated to the Village of Germantown. At the Village Board meeting on Monday, March 7, 2022, goals were updated for the Village Administrator. Updates on the 2050 Plan were also discussed. At the Village Board meeting on Monday, March 21, 2022, the feasibility was discussed for the new Department of Public Works building. A committee for the Germantown 4th of July celebration was created. Jan Miller is on this committee. There will be a presentation on the water agreement proposal with Richfield on Monday, March 30, 2022.

COUNTY. Vosen. The Washington County Library Services Board will meet in April 2022. There will be new county board members. The Board is moving to meet less often due to changes in how the funds are distributed.

SYSTEM. Nelson. None.

PRESIDENT'S. Nelson.

DIRECTOR'S. See attached Director's Report. Smith also reported that eighteen emails were received by Washington County residents in response to a mural created by high school students in collaboration with Friends, Inc. and NAMI Washington County that was not put up on a Washington County library. The emails asked if the Germantown Community Library was the library that denied displaying the mural. A summary of correspondence was provided. Smith responded to all emails and reported that the Germantown Community Library did not deny putting up the mural. Discussions started in August with Friends, Inc. involving options to display the mural at the Germantown Community Library. The mural is set to be displayed in July.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The March Ad-hoc Strategic Planning Committee meeting was held March 15, 2022. Approved February 15, 2022, meeting minutes are attached. Smith summarized background and progress to date on the Strategic Plan and future plans to expand the library building. The Strategic Plan through WiLS is set to be finalized this summer. Recent process includes a staff workshop, data analysis, community conversations and a community survey. The library received over 1,000 responses to the community survey. A planning workshop will take place in April 2022. An updated chat and WiLS contract was included. Facility planning work has included preliminary estimates with architects, tours of local libraries, staff attending library facility workshops and conferences, and proposals for estimates for conceptual design plans (due in mid-April).

WASHINGTON COUNTY CAPITAL FUND BALANCE - Smith summarized past updates on reviewing the Washington County Capital Fund Balance. The current balance is \$826,000 which must be matched by the Village of Germantown. Miller is questioning if \$62,475 should have been spent from this fund on a new roof in 2020 and if the amount is correct since funds were kept in a joint Village account. Spreadsheets of data for each year were provided. Miller will report additional information at the next meeting.

NEW BUSINESS

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith summarized history and allowed uses for ARPA funding. Smith reported that the Germantown Community Library requested \$300,000 in conceptual design for a second floor expansion and \$100,000 for expanded outdoor patio space. The final recommendation was presented to the Village Board on Monday, March 7, 2022, and included \$100,000

in conceptual design for second floor expansion. Funds recommended for the Library Building expansion (\$100,000), Police Building expansion (\$100,000), Village Hall Improvements (\$250,000) and portion of Street Trees (\$50,000) was moved to a \$500,000 fund for Building Improvements for final allocations to be discussed at future General Government and Finance meeting. Smith is gathering conceptual design proposals from four architectural firms and will have estimates by mid-April. Smith also presented stand-alone individual and group rooms that could be used as temporary quiet study options. Estimates are about \$20,000 for each unit.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 27, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Trisha Smith
Director
Germantown Community Library

Germantown Community Library Board
Financial Report March 22, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 2/22/22 per online statement	\$6,525.41
No Activity	
Balance 3/22/22 per online statement	\$6,525.41

Bank Five Nine GCL Board Savings Account

Balance 2/22/22 per on-line statement	\$5,058.85
Refund Jan/Feb. service charges	+\$4.00
2/23 Deposit \$1 to keep account active	+\$1.00
Interest February	+\$.31
Balance 3/22/22 per on-line statement	\$5,064.16

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

Balance 2/22/22 per on-line statement	\$7,637.51
Interest February	+\$.47
2/25 Deposit Penny Jug	+\$76.94
Balance 3/22/22 per on-line statement	\$7,714.92*

***Penny Jug Fund (Penny Jug Deposit 2/25/2022 +\$76.94) = \$2,077.35 (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 2/06/21 per bank statement	\$16,436.15
0.40/0.40% Interest 13 months (mature 3/6/23)	
CD #4 (1404) Balance 11/25/21 per bank statement	\$16,217.92
0.60/.60% Interest 25 months (mature 12/25/23)	
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:

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 + \$640.00 (2021 Usborne) = \$770.91 (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 (left)**

***\$20 & \$20 & \$100 Cash Anonymous Donation 8/5; 10/21; 2/1: \$140.00**

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

***Korol Donation (2/1/22): \$500 - \$9.50 (plaque cast) = \$490.50 (left)**

***Johnson Donation (2/1/22): \$50 (left)**

TOTAL= \$5,436.83* (left to spend for 2022)