GERMANTOWN COMMUNITY LIBRARY BOARD
REGULAR MEETING
June 22, 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, June 22, 2022. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Charlene Brady, Jan Miller, Library Director Trisha Smith, Assistant Director Connie Lloyd. **Members absent:** Joletta Kerpan, (exc.). **Also present:** None. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the May 25, 2022, meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS
TREASURER'S REPORT. Balances as of June 21, 2022: Board Checking Account - $3,833.14; Board Savings Account - $5,065.18; GCL Building Account - $7,716.47 [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. Miller requested Vosen add the total of all accounts in future reports. Vosen indicated she will need to order checks since her supply is almost out. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Miller): Approve the schedule of operating vouchers and credit card transactions for May and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Miller, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The June Revenue & Expense Report and Impact Fees Report for June 2022 were reviewed. Smith clarified the Impact Fees are collected and reported when the developer pulls the construction permit. Miller requested the Impact Fees Report be included each month. There continue to be questions regarding the amounts reported on the Impact Fee Fund Balance Sheet report. Miller requested Smith investigate what the Temp Invest – TD Ameritrade investment line represents and a clarification of Total Assets figure. It was noted the COVID Premium Pay for staff will be entered as a separate line item in the budget report.

REPORTS
CORRESPONDENCE. Nelson. Thank you letters were sent to Andrew & Shauna MacIntyre for a $20 donation, to Erica Hughes & Kristen Bauma at North Shore Bank for $1,500 toward the Summer Reading program, and to Heather Roesler for $500 donation for a Donor Wall Plaque in Laurel Breit's name.

VILLAGE. Miller. Miller provided a summary of key points from the Village Board meeting. They received a budget preview for 2023 and Miller noted the Committee of the Whole meeting will be coming up. The Village Board approved caps for expense approval of $7,500 for the Village

Administrator and $15,000 for GGF. This does not apply to the Library unless the Village is providing separate funds for the Library that have not yet been allocated. It was noted the library expenditures from the Library Board bank accounts and the library budget are managed by the Library Board. This led to a discussion regarding the Library Board accounts and Vosen explained the history of the accounts and the original purpose of their creation which was tied to fundraising of the new library construction in 2000. Smith noted a new Village vacation policy was approved on June 6, 2022 which changes how vacations are accrued. Staff are working through applying the changes and communicating the impact to staff.

COUNTY. Smith. The five Washington County libraries will be at the Washington County Fair on July 30, 2022. They will offer face painting, balloons, crafts, and other kid's activities.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met in-person on June 9. The system is hiring for three open positions. Discussions included an update on the system RFID project. Smith provided a further explanation of the purpose of the project and the impact at our library. Potratz inquired how the Fine Free policy has impacted materials being returned in a timely matter and if an analysis could be provided at a future meeting. Monarch IT also review current email security issues and the resulting multi-factor authentication project. This will impact all library staff and library board members that have a library email address. More information will follow as implementation dates are known.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. The Friends of the Germantown Community Library are sponsoring all of the summer youth performers this summer, several adult programs and $2,000 in items for the new Library of Things collection. Smith received the following donations: Miscellaneous anonymous donation of $50, Linda Pinter $150, Heather Roesler $500, and Linda Schulman $30. May physical circulation decreased -3.0% over May of 2021 and increased 0.1% YTD. Smith made deposits of $264,684 for Washington County Circulation Reimbursement for 2020 circulation and $256 for Washington County Reimbursement for Overdrive e-magazines. Combined physical and digital circulation decreased -1.7% over May of 2021 and -0.1% YTD. Launch events for 'The Enchanted Library' had over 1,500 people in attendance with over 700 items checked out. Regular stops will be in Jackson, Richfield and special events. The summer ZooZort had 350 in attendance and the Summer Party had 400. Summer reading continues until August 13. All summer programming has returned to in-person events. Smith highlighted upcoming programs for all ages. There are two open positions in Adult Services and one open position in Tech Services. Management is evaluating options to combine part-time positions to fill open positions. Memory Café was held on June 20. A new vehicle for outreach has been obtained through the Village. Outreach has fully transitioned the Germantown Senior Living facilities to Germantown Outreach staff. All patron computers have been converted to access the new copier/printer with the self-payment kiosk. Cash payments are operational and credit card processing is deferred while working through configuration issues. Smith, her family, and the library were highlighted in the Germantown Richfield Neighbors June 2022 issue. Smith discussed with the board the challenge of hiring in today's market. In order to be competitive the library will need to look at ways to increase hourly wages. There was also discussion regarding the benefits of adding another self-checkout station in the youth area. Potratz emphasized how this would be helpful for parents with small children. Smith indicated she has been interested in doing this and will reassess the area to determine if wiring and space will allow it.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The June Ad-hoc Strategic Planning Committee meeting was held June 14, 2022. The approved May 17, 2022 minutes were provided. Smith noted that annually Village Administration asks for input from department heads of what projects they want added to the next year (2027) of the Capital Improvement Plan (CIP). Smith requested the library second floor expansion be added in 2027. Village Administration has added this to the CIP but it has not yet been approved by Village committees. There was discussion among board members about the need to have this earlier. Smith indicated there are other Village projects that have already been added and approved for 2023-2026. However, depending on the Conceptual Design results and fundraising efforts this could be reevaluated at next annual CIP review. This led to the agenda item of 'Proposed Project Timeline'. Smith provided a draft timeline to provide direction for future efforts. After discussion, the board directed to remove the Construction Design and Construction bullet items due to many unknowns at this time. They also directed to change the 'Building Expansion Fundraising' to 2023-2024. The second agenda sub-item 'Proposed Conceptual Design Evaluation Process' was discussed. The Ad-hoc Planning Committee recommended the full library board be involved in the Conceptual Design bid evaluation of the four firms that submitted proposals. It was asked as part of that review if the board wanted to have in-person presentations and interviews with all four firms or just the top two. The board agreed to only interview the top two. A draft of the evaluation matrix was provided and Lloyd asked for input on the criteria and weighting of the items. The final matrix, proposals, and proposal summary will be provided to the board at a future meeting to conduct the evaluations to select the top two firms for interviews. Miller provided an update on her research for establishing a 501 (3)(c) Foundation for building donations.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith and Miller indicated the distribution of the $500,000 building ARPA funds have not been discussed at the Village GGF meeting. The library is waiting to determine if it will receive funds for Conceptual Design efforts of the Mezzanine Level expansion.

NEW BUSINESS

None

ANNOUNCEMENTS

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

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

Germantown Community Library Board
Financial Report June 21, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 5/24/22 per online statement		$6,908.83
5/26 Deposit Briet Plaque & $20 cash donation	+$520.00	
5/27 Check # 1568 Capstone (Pagliaro)	-$774.63	
5/27 Check # 1569 Lerner (Pagliaro)	-$805.66	
5/27 Check # 1570 Penworthy (Pagliaro)	-$667.07	
5/27 Check # 1571 Ollis #248161 (Pagliaro)	-$761.40	
5/27 Check # 1572 Ollis #248162 (Pagliaro)	-$149.68	
5/27 Check # 1573 Ollis #248163 (Pagliaro)	-$607.75	
6/9 Check #1574 Naltional Trophy/Briet	-$9.50	
6/13 Deposit Pintor Brick & Neveln memorial	+$180.00	
Balance 6/21/22 per online statement		$3,833.14

Bank Five Nine GCL Board Savings Account

Balance 5/24/22 per on-line statement		$5,064.82
Interest May	+$.36	
Balance 6/21/22 per on-line statement		$5,065.18

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

Balance 5/24/22 per on-line statement		$7,715.93
Interest May	+$.54	
Balance 6/21/22 per on-line statement		$7,716.47

***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)		

2022 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 + $83.42 (5/2) = $85.25 (left)**

2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

***Library Staff (2020): $100 -** (cost of brick) $34.80 = **$65.20 - (#1573) $21.19 = $44.01 (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+$20 Cash Anonymous Donation: 8/5,10/21,2/1, 5/26: $160.00 (left)**
***Pagliaro Donation (8/27/21): $3,745.00 – (cks #1568-1573) $3,745.00 = 0 (done)**
***Korol Donation (2/1/22): $500 - $9.50 (plaque cost) = $490.50 (left)**
***Johnson Donation (2/1/22): $50**
***Machine Knitters (3/25/22): $100**
***Lloyd Brick (3/25/22): $200 - (cost of $100 brick + shipping) = +/- $150.00**
***Briet Donation (5/26/22): $500 - $9.50 (plaque cost) = $490.50 (left)**
***Neveln Memorial (6/9/22): $30 (left)**
***Pintor Brick (6/13/22): $150 – (cost of brick & shipping)= +/- $100.00**

TOTAL= $2,561.14* (left to spend for 2022)