

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 27, 2022

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:01 p.m. on Wednesday, July 27, 2022. **Members present:** Joyce Nelson, Christa Potratz, Charlene Brady, Joletta Kerpan, Jan Miller, Library Director Trisha Smith. **Members absent:** Darlene Vosen, (exc.), Connie Lloyd, (exc.). **Also present:** Steve Kreklow, Village Administrator. Proper notification of the meeting had been given.

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

MOTION (Brady, Miller): Approve the minutes of the June 22, 2022, meeting as printed. Motion carried (5-0).

PUBLIC INPUT:

The following email were received and entered into record:

Cassandra Hanson, James Juers, Alan Olsan, Timothy Gallert, Greg Nagel, and Laura Janson expressed disapproval of the display case use and current policy.

Daniel and Erin Fischer, and Emily Blanchard expressed support of the display case use and policy.

The following individuals were in attendance:

Aaron Davis, FEH Design – in attendance to answer questions for Strategic / Facility Planning agenda item if needed

Lauren Smyczek, Germantown – expressed disapproval of the display case use and current policy

Lisa Franzmeier, Germantown – did not speak

Scott Franzmeier, Germantown – did not speak

Holly Roskopf, Germantown - expressed disapproval of the display case use and current policy

Michele Kinsey, Menomonee Falls – did not speak

Heidi Hampton-Davis, Germantown - expressed disapproval of the display case use and current policy

Gordy Hampton-Davis, Germantown - expressed disapproval of the display case use and current policy

Denise Snortum, Germantown - expressed disapproval of the display case use and current policy

Kevin Kuhl, Thiensville – did not speak

Pat Katisch, Colgate – did not speak

Joy Fricke, Germantown - expressed disapproval of the display case use and current policy

Sabrina Huntoon, Germantown - expressed support of the display case use and policy

Kim Musbach, Germantown - expressed disapproval of the display case use and current policy

Jennie Dillon, West Bend - expressed disapproval of the display case use and current policy

Terry Dahlke, Germantown – did not speak

Dave Reeder, Germantown - expressed disapproval of the display case use and current policy

Kathy Reeder, Germantown - expressed disapproval of the display case use and current policy

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 19, 2022: Board Checking Account - \$4,134.68; Board Savings Account - \$5,065.51; GCL Building Account - \$7,716.98 [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. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

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

BUDGET PRINTOUT. The July Revenue & Expense Report and Impact Fees Report for July 2022 were reviewed. Board members requested monthly printouts for the Impact Fees and for Smith to check to see if the current Impact Fee printout was up-to-date. Board members also requested monthly printouts for the Capitol Fund.

REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent to Linda Pinto for a \$150 donation and to Linda Schulman for a \$30 donation.

VILLAGE. Miller. The July 22 Village Board meeting was cancelled. A public hearing for the Village 2050 Plan was held July 25. Miller provided an update on the process. The Germantown community July 4th fireworks has been rescheduled for Saturday, August 13.

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 July 14. Joyce Nelson was re-appointed to the Monarch Library System Board for another 3-year term. Washington County Supervisor, Linda Gurath, was appointed to the Monarch Library System Board for a 2-year term. Trustee Training Week will be held August 22-25. Discussion included updates to Holds Routing Sequence, promotions and marketing for Gale Courses, and a demonstration by Patron Point.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. Smith received the following donations: Robert's Fundraiser (\$250 / Library Accounts), memorial donation for Schultz from the Menomonee Falls Saddle Club (\$250 / Library Board). June physical circulation increased 3.7% over June of 2021 and increased 0.8% YTD. Combined physical and digital circulation increased 4.7% over June of 2021 and 0.8% YTD. Summer reading program will run through August 13 for all ages. Summer programs have been well attended. Smith provided information on upcoming special programs. Interviews were conducted for Adult Services open positions. Robert's Fundraiser was held July 18. Outreach summer programs has started weekly mobile library visits to Richfield, Jackson and five Germantown Kid's Klub sites. The Tech Services open position is being filled with internal staff. A number of craft kits have been added to the Adult Library of Things, including multiple copies of five different kits donated by Fiskars. Budget planning including items for building maintenance is being reviewed. Credit card payments for the new copier/printer self-payment kiosk is operational. Smith is working on completing her required 100 hours every 5 years which expires in December 2022 of continuing education hours required for her director license.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – The July Ad-hoc Strategic Planning Committee meeting was held July 19, 2022. The approved June 14, 2022, minutes were provided. Smith and Lloyd have made final suggested changes to the 5-year strategic plan drafted by WiLS. The final draft will be reviewed by the WiLS Planning Committee, Strategic Planning Ad-Hoc Committee and the full Library Board in August. The Conceptual Design Bid Evaluation Matrix was provided to each Library Board member with a request to complete and submit to Smith or Lloyd by Wednesday, August 10. Results will be reviewed by the Strategic Planning Ad-Hoc Committee on August 16 with final results presented at the full library board meeting on August 24.

VILLAGE OF GERMANTOWN ARPA REQUESTS – Smith and Miller indicated the distribution of the \$500,000 building ARPA funds have still not been discussed at the Village GGF meeting. The library is waiting to determine if it will receive the requested \$100,000 in funds for Conceptual Design efforts of the Mezzanine Level expansion and modular quiet meeting rooms.

NEW BUSINESS

DISPLAY, EXHIBIT, AND POSTING POLICY – Smith provided information regarding the July LGBTQ+ display, the current policy, and the input she received from the public and village attorney. The current policy allows the staff and public to reserve the large or small display cases for one month at a time. The month of July was reserved by a local resident for an LGBTQ+ display. The selected content in the July display generated a number of positive and negative comments from the public directed to the library and village administrators and library and village board of trustees. As a result, Smith suggested the Library Board review the current ‘Display, Exhibit, and Posting Policy’ that was most recently updated on July 28, 2021. The Library Board and Steve Kreklow discussed the public input regarding the July display and the library’s current display policy. MOTION (Nelson, Miller): Move to present a new ‘Display, Exhibit, and Posting Policy’ with only library usage of the display case. Include information regarding public displays at other local libraries. MOTION: (Nelson, Miller): Amend the motion to allow the current use to remain for the rest of the month of July and to allow the August display as scheduled and place the remaining months on hold until policy decision is made. Motion to Amend carried (4-1). AMENDED MOTION (Nelson, Miller): Move to present the new ‘Display, Exhibit, and Posting Policy’ with only library usage of the display case. Include information regarding public displays at other local libraries. Move to keep the current display for the remainder of July as reserved and the next display reserved for August and place the remaining reservations on hold until policy decided. Motion carried (4-1).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 24, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:40 p.m.
Respectfully submitted,

Patricia Smith
Library Director
Germantown Community Library

Germantown Community Library Board
Financial Report July 19, 2022
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 6/21/22 per online statement	\$3,833.14
Deposit 7/13 Usborne Book Sale (cash & checks) \$301.54	
Balance 7/19/22 per online statement	\$4,134.68

Bank Five Nine GCL Board Savings Account

Balance 6/21/22 per on-line statement	\$5,065.18
Interest June	+\$.33
Balance 7/19/22 per on-line statement	\$5,065.51

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

Balance 6/21/22 per on-line statement	\$7,716.47
Interest June	+\$.51
Balance 7/19/22 per on-line statement	\$7,716.98

***Penny Jug Fund/Art Work (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 = **\$2,752.44 (total left)**

***Furniture & equipment = \$2,886.68**

Bank Five Nine Building Fund CD Account (Furniture & equipment = \$70,000.00. Interest = \$5,789.07)

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): \$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)**

***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)