

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, May 24, 2023 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:03 p.m.

II. **ROLL CALL:**

Members present: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan (online), Jacob Misiak (online)

Members excused: Christa Potratz

Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd.

III. **APPROVAL OF AGENDA:**

Motion: Approve

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

IV. **APPROVAL OF MINUTES:**

A. April 26, 2023

Motion: Approve

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

- V. **CITIZEN INPUT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three-minute time period, per person, with time extension per the Chief Presiding*

Officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

No citizen input.

VI. FINANCIAL MATTERS:

A. Treasurer's Report

TREASURER'S REPORT. Balances as of May 23, 2023:

Board Checking Account - \$2,663.42

Board Savings Account - \$5,069.67

GCL Building Account - \$10,002.01

[Penny Jug - \$2,255.79] [RAO Account - \$2,752.45] [Furniture & equipment - \$2,890.00]

[Expansion - \$311.67] [Patio Expansion - \$1,792.10]

Building Fund CD Acct #1- \$16,792.60 (\$15,000 designated for library Furniture & Equipment) has one interest bump available

Building Fund CD Acct #2- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #3- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #4- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #5- \$10,075.44

Building Fund CD Acct #6- \$10,000.00 (Designated for second floor expansion)

Vosen reported that she moved \$10,000 from the Building Account to a new CD Acct #6 for 15 months at a rate of 4.57%/4.65%.

Motion: Approve

Motioned By: Charlene Brady

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

B. Accounts Payable

Motion: Approve

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

C. Budget Reports

The May Revenue & Expense Reports were reviewed. Smith and Lloyd met with Matthew Uselding regarding the reports and provided an updated summary of the Village monthly reports provided.

VII. REPORTS:

A. Correspondence

Nelson. Thank you letters were sent to the Kiwanis for a \$1,000 donation toward Patio Project, to Stantec Consulting (Bonnie Flikke and Michael Bach) for a donation of \$500 for the building expansion.

B. Village Reports

Miller. The Village Board met on May 1. Matthew Uselding accepted the appointment as Finance Director. The Village 2021 financial audit is complete resulting in a surplus of \$300,000. The audit of the 2022 financial books has begun. The General Government & Finance (GGF) Committee met May 15 and discussed the Germantown Pay Rate Chart which was covered in New Business at this meeting. Channel 25 is now working to broadcast Village Board meetings.

C. County Reports

Smith. Washington County library directors met three times with Monarch Library System Director to discuss communication and county items.

D. System Reports

Nelson and Smith. The Monarch Library System Directors met in Germantown on May 11, 2023. Topics included the Polaris Upgrade to Version 7.4 on May 21, Vega update, WiFi Statistics reporting, and summer reading updates.

E. President's Report

Nelson and Lloyd. Sample colors and options for new library benches in memory of Director Roberta Olson were discussed. Size options are 51" and 63". It was recommended to order one of each size. The board has given library staff the permission to select the color choices. Miller will get further information from a company in Cedarburg. A final recommendation will be presented to the board at the June meeting.

F. Director's Report

Smith. Several highlights from the report are listed below.

- April physical circulation increased 0.5% over April 2022 and increased 7.6% YTD.
- Combined physical and digital circulation increased 1.7% over April 2022 and increased 8.3% YTD.
- Last month there were 654 checkouts from Outreach activities.
- Smith provided seasonal statistics (January-April) for circulation, programming, and other tracked statistics.
- Leadership Germantown raised \$1,600 for the Patio Expansion project. The Chick-fil-A library fundraiser night raised \$225 for the Patio Expansion Project.
- The Friends of the Library met May 22 and will not meet June-August.
- The summer reading challenge for all ages will run June 5 – August 5.
- Smith provided copies of five new news articles highlighting the Enchanted Library and summer programming.
- Smith attend the WAPL conference in Oshkosh and has begun the year-long WLA Leadership Development Institute program.
- The majority of work has been completed on the Condenser Project and air conditioning is now working in the library.
- The all-staff training was conducted on May 10 and Smith provided a copy of the agenda of the day-long training.
- Molitor completed her Masters of Library Information Science (MLIS) degree.

- Youth Services and Outreach presented at several elementary schools to promote the summer reading program.
- Outreach conducted the first Library Presents program at the Senior Center.
- Lloyd has implemented the new Village CivicPlus meeting agendas and packets for the Library Board meetings. Next month she will begin including the minutes on the new site.
- Department Managers provided updates in the Director Report of other highlights from the month.

VIII. UNFINISHED BUSINESS:

A. Director 2023 Performance Goals

Smith added comparison of the performance goals with the library 5-Year Strategic Plan for review.

B. Collection and Program Management Policy

Motion: Approve

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

IX. NEW BUSINESS:

A. Village of Germantown 2023 Pay Rate Chart

Smith presented a copy of the 2023 Village Employee Pay Rate Chart approved by the Village General Government & Finance (GG&F) Committee on May 15, 2023 to be presented to the Village Board on June 5 for approval. Smith pointed out the concerns with the current pay of certain library positions compared to where they should be based on the approved Pay Rate Chart. Smith recommends approval of the Pay Rate Chart as a starting point for future wage evaluations.

Motion:

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak

No: None

Abstain: None

X. ADJOURNMENT:

The next regular meeting of the Library Board will be Wednesday, June 28, at 6:00 p.m. at the Germantown Community Library.

Meeting was adjourned by Nelson at 7:40 p.m.

Respectfully submitted,
Connie Lloyd, Assistant Director, Germantown Community Library