

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 28, 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 was called to order by President Joyce Nelson at 6:01 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Library Board Member Joletta Kerpan, Library Board Member Jacob Misiak, Library Board Member Christa Potratz, Trustee Jan Miller
Absent:
Excused:
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Charlene Brady
Seconded By: Joletta Kerpan

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Jacob Misiak
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)
- IV. **APPROVAL OF MINUTES:** *May 24, 2023*

A. May 24, 2023
Motion: Approve as presented
Motioned By: Joletta Kerpan
Seconded By: Christa Potratz

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

V. CITIZEN INPUT:

None.

VI. FINANCIAL MATTERS:

A. Treasurer's Report

TREASURER'S REPORT. Balances as of June 26, 2023:

Board Checking Account - \$3,113.42

Board Savings Account - \$5,070.13

GCL Building Account - \$10,686.14

[Penny Jug - \$2,255.79] [RAO Account - \$2,752.45] [Furniture & equipment - \$2,890.00] [Expansion - \$312.57] [Patio Expansion - \$2,475.33]

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 (\$10,000 designated for library Furniture & Equipment)

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

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jan Miller

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. Budget Reports

The June monthly budget reports were reviewed. Miller asked if Smith received the detailed transactions for line item '40-100-110-3161 TEMP INVEST-LIBRARY AMERITRADE' in the 'Capital Project Fund' report. Smith reported that Village Hall is unable to provide the details at this time.

VII. REPORTS:

A. Correspondence

Nelson. Thank you letters were sent out for the following donations all made for the Patio Project: Leadership Germantown (\$1,600), Teddy Fedel (\$300), Donna Bosch (\$100), Pat Tasker (\$250), Kevin and Donna Nash (\$100), and Chick-Fil-A (\$225). A total of \$2,575 in donations for the Patio Project were received.

B. Village Reports

Miller and Smith. Miller reported the Village Board held a Special Meeting on Monday, June 24 to approve licenses for the 4th of July village festivities and to cancel the next Village Board meeting scheduled for July 3 due to the holiday. Smith reported the Village Employee Pay Rate Chart was approved by the Village Board on June 5. Matthew Uselding was appointed the Finance Director by the Village Board on June 5. On June 19, the General Government & Finance committee deferred discussion regarding the 2021 Village surplus and the ARPA funds disbursements until August or September. The Village Board appointed Zachary Kessler as the new Village Clerk at the June 19 Village Board meeting to start in mid-July.

C. County Reports

Smith. Smith presented the Germantown Library 2022 Annual Report & Strategic Plan to the Town of Germantown Board on Monday, June 12. Washington County library directors presented the 2022 Annual Report & general library services at all five libraries to the Washington County Board on June 14.

D. System Reports

Smith. The Monarch Library System Directors met on June 8 in West Bend. Topics included the completion of the Polaris 7.4 upgrade, Vega project updates, Vega-Promote presentation, completion of the move of library websites from iPage to InMotion hosting service, summer reading coupons, and changes in library renewal options.

E. President's Report

Nelson. Nothing to report.

F. Director's Report

Smith. Several highlights from the report are listed below.

- May physical circulation increased 8.6% over May 2022 and increased 7.8% YTD.
- Combined physical and digital circulation increased 8.1% over May 2022 and increased 8.2% YTD.
- Last month there were 860 checkouts from Outreach activities.
- The Friends of the Germantown Community Library pop-up sale will run mid-June through mid-August and includes youth and teen materials.
- Smith received the following donations: Friends of the Germantown Community Library (\$8,500 - Summer programs, Library of Things and Library of Things, Jr. materials, new Children's Read-along collection materials, and two zoo passes), Bethlehem Lutheran Blazer Dash (\$2,500 - Patio Project), Leadership Germantown (additional \$385 - Patio Project), Colleen Kuchta (\$100 - Patio Project), Ann & Paul Binzak (\$100 - Patio Project), and Bank Five Nine (\$150 in-kind donation - Enchanted Library children's books)
- Smith deposited \$2,905.15 from the Friends of the Germantown Community Library for reimbursement of materials and programming and \$480 in reimbursements from four Washington County libraries.
- Smith attended the ALA conference in Chicago and is continuing the monthly attendance of the WLA Leadership Development Institute program.
- The summer reading challenge running June 5 – August 5 is off to a great start.
- Smith provided copies of two news articles highlighting the summer reading program.
- Enchanted Library summer visits began June 8.
- The Summer Kick-Off Party was held on June 10 and had over 300 patrons. Summer Storytime resumed on June 13.
- All of the adult and youth crafting programs and events have had large numbers of attendees.
- The Library of Things and Library of Things, Jr. collections continue to expand with new offerings.
- Circulation checkouts, check-ins, and new library card activity are exceeding 2022 activity.
- Department Managers provided updates and pictures in the Director's Report of the many programs and events that were provided this past month.

VIII. UNFINISHED BUSINESS

- A. Engberg Anderson Conceptual Design Presentation to the Village Board on July 17, 2023

Smith reviewed the goals for the presentation of Engberg Anderson to the Village Board on July 17, 2023. The primary goal is to explain the Conceptual Design process. Smith will send out the presentation to the library board members for review when it is available from Engberg Anderson.

B. Patio Project

Smith reviewed the Patio Project updates. The total project is estimated to be about \$60,000 and \$10,000 has been raised to date. The goal is to fund the complete project by donations. Outreach Specialist, Reimer, has prepared fundraising materials and will begin working with the community very soon. Miller asked if the design has been finalized. Smith indicated it is close and she will provide the drawings to the board when they are available. The board also asked if a project manager has been assigned for the project. Smith reported the work has been consolidated to two vendors and therefore will be managed by library staff with direct involvement from DPW. The play equipment, play surface and concert paths will be handled by one firm. The landscaping will be handled by a second firm.

C. Library Lobby Benches

Lloyd reported the library received an updated quote from the Amish Craftsmen Guild II, Cedarburg, WI, on June 23. It reflects a 12% discount rather than a 10% discount if the Library Board decides to pay in full with a check at the time the order is placed. The total quote is \$3,514.69, which is less than the total provided in the information attachment at the time the agenda packet was prepared. The board decided to pay in full at the time of the order to receive the extra 2% discount. The board also decided to purchase one engraved plaque, as shown in the quote, in memory of Roberta Olson, retired Library Director. It was decided the plaque would read:

In memory of
Roberta Olson
Library Director
1996 - 2016

Motion: Approve as presented

Motioned By: Charlene Brady

Seconded By: Joyce Nelson

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

IX. **NEW BUSINESS:**

A. Election of Library Board Officers

Motion to re-elect the current officers: Joyce Nelson as President, Christa Potratz as Vice President, and Darlene Vosen as Treasurer.

Motion: Approve as presented

Motioned By: Jacob Misiak

Seconded By: Jan Miller

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Library Personnel Policy

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joyce Nelson

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. 501(c)(3) Library Foundation

Nelson reported she, Miller, and Kristen Huber (Germantown citizen) met with attorney Kevin Pollard regarding the steps that would be needed to establish a 501(c)(3) foundation to receive donations for the library building project. Nelson provided notes from the meeting. There was discussion identifying the advantages and disadvantages of establishing a foundation. Smith was asked to collect information regarding what other local libraries have done for their building projects. Smith was also asked to talk with the Friends of the Library organization regarding how they may be involved. Discussion will continue at the July Library Board meeting.

D. Library Director Mid-Year Performance Check-in

Smith reviewed the status of the items on her performance review objectives. The Board asked additional questions about the status of specific projects. The Board did not identify any concerns with the progress to date on Smith's established objectives and competencies.

X. ADJOURNMENT:

The next regular meeting of the Library Board will be Wednesday, July 26, at 6:00 p.m. at the Germantown Community Library.

Motion: Adjourn

Motioned By: Joletta Kerpan

Seconded By: Joyce Nelson

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

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