

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, August 23, 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 06:01 PM.

- II. **ROLL CALL:**
Present: Library Board Member Joletta Kerpan, Library Board President Joyce Nelson, Library Board Member Charlene Brady, Library Board Member Christa Potratz, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Jacob Misiak (online)
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: Jan Miller

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

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

- IV. **APPROVAL OF MINUTES:**

A. Library Board Meeting Minutes July 26, 2023
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Joletta Kerpan

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

No: None

Abstain: None

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

- V. **CITIZEN INPUT:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a three (3) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.)*

None.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

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

No: None

Abstain: None

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

B. Accounts Payable

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

On roll call vote:

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

No: None

Abstain: None

Motion (Yes 7, No 0, Abstained 0)

C. Budget Reports

August monthly reports were reviewed.

Miller stated the Village staff made note at the last GGF Committee Meeting that the interest income calculation would be different in the future. She asked Smith to follow-up with Village Finance on how this will impact the library capital funds and how it will be reflected in the new Tyler Munis Financial System.

Brady asked for an explanation of the Library Impact Fee Fund report amounts. Smith and Lloyd will send out explanations received from Village Finance in previous

months.

Smith noted she and Lloyd participated in their first training today for the Requisition component of the new Tyler Munis Financial System and is optimistic it will provide better reports for the Library Board once the implementation is complete and data is converted.

VII. REPORTS:

A. Correspondence

Nelson wrote thank you notes to the following organizations for donations to the library:

- Friends of the Germantown Community Library - \$5000 - donation to the Patio Project
 - North Shore Bank (Erica Hughes) - \$1,500 - donation to the Library Haunted Library Event on October 21, 2023
 - Robert's Frozen Custard - \$350 - July Fundraiser - donation to
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B. Village Reports

Miller summarized highlights from the Village Board meeting on Monday, August 21, 2023. Donna Cox was hired as the new Village Clerk. There will not be a regular meeting on September 4 due to the Labor Day holiday. There will be a Special Meeting held on September 6.

C. County Reports

Smith reported that the Slinger Public Library Board voted to go completely fine free. The Hartford library will be discussing fine free options at their next Library Board meeting.

Smith is meeting with Washington County and Library Directors on Thursday, August 24 for their annual meeting. Smith noted she is waiting for the County budget figures to complete the proposed Library 2024 budget. Smith will present the proposed budget at the September library board meeting for review.

D. System Reports

Smith reported the Library Directors held their monthly Director's Council meeting on August 10 at the Frank L. Weyenberg Library in Mequon. A presentation and video were provided regarding the new VEGA library system implementation. Smith has been added to the next stage of testing of the Program module.

E. President's Report

None.

F. Director's Report

Smith reviewed highlights from the submitted Directors Report.

VIII. UNFINISHED BUSINESS

A. Patio Project

Smith reviewed the information submitted for the Patio Project update. Smith worked with David Baum on the Village Plan Commission for guidance on the plan and conceptual design reviews.

Brady suggested adding curbstops or something equivalent to the parking lot spaces next to the patio area to protect cars from driving past the sidewalk into the patio and/or building. It is currently a safety issue. All other parking areas around the building have curbs. Smith will discuss with DPW. It may be designed for drainage purposes. Smith will discuss if this should be added to the library's DPW wishlist or if it should be part of the patio design.



Miller recommended hiring a professional contracting firm to handle the planning, permits, design, and construction to reduce library staff time.

Brady requested an updated bicycle rack at the entrance to the front door and patio. The current bike rack is a safety hazard because it is not bolted down and is prone to tipping over. She also mentioned it is very old and unattractive. Smith will add this to the library's DPW wishlist of projects.



Motion: Approve as presented

Motioned By: Joletta Kerpan

Seconded By: Joyce Nelson

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

No: None

Abstain: None

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

Motion: Approve Conceptual Design of Patio Updates

Motioned By: Joletta Kerpan

Seconded By: Joyce Nelson

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

No: None

Abstain: None

Motion Passed

IX. NEW BUSINESS:

X. ADJOURNMENT:

Nelson announced the next meeting will be September 27, 2023 at 6:00 p.m.

Nelson called the meeting adjourned at 07:08 PM.