

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, September 27, 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 President Joyce Nelson, Library Board Member Charlene Brady, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Christa Potratz

Absent:

Excused: Library Board Member Jacob Misiak, Library Board Member Joletta Kerpan

Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd, Village Finance Director Matthew Uselding

III. **APPROVAL OF AGENDA:**

Motion: Move the agenda items VII. B. Village Reports, IX.A. 2024 Budget, and X. Closed Session to the beginning of the meeting.

Motioned By: Jan Miller

Seconded By: Joyce Nelson

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

IV. **APPROVAL OF MINUTES:**

A. August 23, 2023 Meeting Minutes

Motion: Approve the Minutes for August 23, 2023 as presented

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, 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 the Treasurer Report dated September 21, 2023 as presented

Motioned By: Joyce Nelson

Seconded By: Charlene Brady

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve September Accounts Payable as Presented

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Budget Reports

Reviewed Library September 2023 Budget Reports.

VII. **REPORTS:**

A. Correspondence

None.

B. Village Reports

Miller provided a summary of the last Village Board meeting on September 18 including information regarding the upcoming Committee of the Whole (COW) budget meetings. The Library budget will be presented at the October 17 COW budget meeting.

C. County Reports

Smith shared that the 2024 Washington County Library Contract was finalized and she submitted a copy in the packet. There was an increase of the Library Levy Budget of \$240,584 from 2023. It was the first time the County budget was based on library usage using a Cost per Circulation formula. Municipal Exemptions from County Tax for 2024 have been finalized. Nelson and Smith also indicated Washington County restored the Washington County Libraries Capital Funding. Germantown will receive an additional \$30,000 in operating and \$23,000 in Capital Offset in 2024.

D. System Reports

Smith included System highlights in her Director Report.

E. President's Report

None.

F. Director's Report

Smith reviewed her submitted Director's Report, updated monthly circulation statistics, seasonal programming and outreach statistics, and year-to-date library services statistics.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. 2024 Budget

Smith provided a copy of the overall Village Budget and the proposed Village cuts, which include \$100,000 in cuts for the Library. Smith included in the packet copies of the Village Administrator and Village Finance Director's presentations. Smith also reviewed what was submitted for the 2024 Library Budget with a summary of the service impact of reducing the Library budget by \$100,000.

The Library Board had considerable discussion regarding the negative impact this would have on services to the community. Village Finance Director Matthew Uselding answered questions about the 2024 budget. Potratz and Brady raised concerns that the timing did not allow the proposed budget to be provided to the Library Board before submitting it to the Village Board. It was noted the timing on the library behalf will be modified next year.

Miller proposed making a recommendation to the Village Board to restore \$60,000 of recommended budget cuts applied to the reduction of library hours and staff salaries and benefits. Due to the 100 character limitation within the 'Civic Plus Motion' feature this intended motion has been summarized in the motion below.

Motion: Amend proposed budget to restore open hours and employee salaries and benefits of \$60,000.

Motioned By: Jan Miller

Seconded By: Darlene Vosen

On roll call vote:

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- X. CLOSED SESSION** *The Germantown Community Library Board may go into closed session as per Wis.Stats.19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

A. Library Staff Compensation Review and Proposed Adjustments

Motion: Approve To Go Into Closed Session

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

Materials presented were reviewed and discussed.

Motion: Approve To Reenter to Open Session

Motioned By: Darlene Vosen

Seconded By: Jan Miller

Yes: Charlene Brady, Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: None

Abstain: None

Motion Passed

B. Reconvene into Open Session with Possible Action

Motion: Approve the proposed salary equity changes, reviewed and approved by the Village Administration, as presented.

Motioned By: Joyce Nelson

Seconded By: Jan Miller

Yes: Christa Potratz, Darlene Vosen, Jan Miller, Joyce Nelson

No: Charlene Brady

Abstain: None

Motion Passed (Yes 4, No 1, Abstained 0)

- XI. ADJOURNMENT:**

Nelson announced the next meeting will be October 18, 2023 at 6:00 p.m.

Nelson called the meeting adjourned at 07:41 PM.