

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD MEETING OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, October 18, 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 06:02 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Trustee Jan Miller, Library Board Member Darlene Vosen, Library Board Member Christa Potratz, Library Board Member Charlene Brady (joined at 6:30 PM)
Absent:
Excused: Library Board Member Joletta Kerpan, Library Board Member Jacob Misiak
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)
- IV. **APPROVAL OF MINUTES:**

A. September 27, 2023 Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jan Miller

Yes: Jan Miller, Joyce Nelson, Darlene Vosen, Christa Potratz
No: None
Abstain: None

Motion Passed (Yes 4, 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.*

None.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jan Miller

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

No: None

Abstain: None

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

B. Accounts Payable

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jan Miller

On roll call vote:

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

No: None

Abstain: None

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

C. Budget Reports

Smith and Lloyd indicated the library accounts from MSI appear correctly on the new Tyler-Munis library reports included in the GG&F budget reporting. Smith and Lloyd are training on the new system and will provide updated reports from the new system at the November meeting.

VII. **REPORTS:**

A. Correspondence

None.

B. Village Reports

Miller summarized the past Village Board meeting, GG&F meeting, the COW budget meetings. The library budget was covered on Tuesday, October 17. The next meeting the library will attend is Wednesday, October 25 at 6:30 PM. The Village Board approved the DPW contract for the Library HVAC maintenance contract.

C. County Reports

Smith included information regarding the 2024 Washington County Library Contract and impact on the Germantown Community Library in her Director's Report.

D. System Reports

The Monarch Library Directors met on October 23 in Lomira. Topics covered included Vega system updates, Zoho Ticketing System testing and updates to the 2024 Annual Report. Smith included Riti Grover's presentation on the Monarch Library System at the Mid-Moraine Dinner on September 27.

E. President's Report

None.

F. Director's Report

Smith reviewed submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS

A. 2024 Budget

There was discussion of the 2024 library budget situation, the submitted attachments, and the COW meeting on October 17, 2023 for the library.

Brady questioned why the minimum County Tax Exemption requirement for the Village is lower for 2024 than it was for 2023. Smith explained it is a complicated formula and will send supporting documents from the County to all of the Library Board members for review.

Motion: Reschedule the Wednesday, November 15, 2023 Library Board meeting to Wednesday, November 29, 2023.

Motioned By: Jan Miller

Seconded By: Joyce Nelson

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

No: None

Abstain: None

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

Potratz requested Smith provide, at the November 29 Library Board meeting, alternatives for consideration to cutting library hours if the Village maintains the required 2024 library budget cuts.

IX. NEW BUSINESS:

A. 2024 Library Calendar

Motion: Approve Proposed 2024 Library Closed Dates for Holidays, 10/26 event, and Staff Training Day TBD.

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

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

No: None

Abstain: None

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

It was requested the discussion regarding proposed dates for the 2024 Library Board meetings be continued at the November 29, 2023 meeting.

B. Library Board ByLaws Amendment

Motion: Approve to Change Meeting Frequency to be Monthly Based on the Setting of the Annual Calendar.

Motioned By: Joyce Nelson

Seconded By: Jan Miller

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

No: None

Abstain: None

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

X. ADJOURNMENT:

Nelson announced the next meeting will be Wednesday, November 29, 2023 at 6:00 PM at the Germantown Community Library.

Nelson called the meeting to be adjourned at 07:25 PM.