

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, January 24, 2024 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, Trustee Jan Miller, Library Board Member Christa Potratz, Library Board Member Darlene Vosen, Library Board Member Jacob Misiak
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: Darlene Vosen

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:**

A. December 20, 2023 Meeting Minutes

It was indicated the year for the minutes on the agenda should be 2023 instead of 2024.

Motion: Approve as presented

Motioned By: Jan Miller

Seconded By: Darlene Vosen

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:** *(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

Vosen asked the Library Board where CD interest earned should be designated. An example is the current CD #4 interest earned of \$172.78. It was recommended to leave it as 'Undesignated' in the Treasurer's Report.

B. Accounts Payable

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Jan Miller

On roll call vote:

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

Smith was asked why the 2023 Health Insurance budget line item was over by \$28,000. Smith indicated it was due to a full-time staff member picking up health insurance that was not budgeted for. Final 2023 budget numbers will be available at the February meeting. It is estimated there will be no carry over funds for 2024.

Smith will submit an amendment to the budget to reflect the staff annual merit increases for 2024 to the Salary expense line item.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank you letters to the following donors: Deutschstadt Heritage Foundation for \$1,000 toward the patio expansion project; Daniel Pagliaro for \$4,225 toward materials and books.

B. Village Reports

Miller provided a summary of recent Village Board meetings.

C. County Reports

None.

D. System Reports

None.

E. President's Report

None.

F. Director's Report

Smith reviewed information from the submitted Director's Report. Smith will be presenting the 2023 library annual report information at the Village Board meeting on February 19, 2024. The Library Board requested Smith report back what the DPW budget impact for the January HVAC broken pipe problem.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. Emergency Closing Policy

Smith provided proposed updates to the Emergency Closing Policy for review. The changes were prompted by the multiple days the library and village were closed at the beginning of January as a result of inclement weather. The library policy is intended to follow the Village Employee Handbook regarding paying scheduled staff for the time when the Village or library closes due to an emergency such as weather. Smith was looking for direction from the Library Board regarding when to close due to inclement weather and whether staff should be paid as budgeted or require staff to be unpaid or use paid-time-off benefits if they have them. In general, the Library Board felt the decision to close the library should not be tied to the Germantown School District decision because they have different criteria to take into consideration. They also felt the decision of payment of staff should follow the Village policy. They asked Smith to review the Village policy with Village administration to understand the intent of the Village policy as it currently stands and if there will be any anticipated changes. It was also asked to bring this back for further review at the February board meeting.

X. ADJOURNMENT:

The next Library Board meeting will be Wednesday, February 28, 2024 at 6:00 p.m. at the Germantown Community Library.

Nelson adjourned the meeting at 07:55 PM.