

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, February 28, 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 06:00 PM.
- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Library Board Member Christa Potratz, Library Board Member Joletta Kerpan, Trustee Jan Miller (arrived at 6:06 p.m.)
Absent:
Excused: 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: Charlene Brady
Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz
No: None
Abstain: Jan Miller (arrived at 6:05 p.m.)

Motion Passed (Yes 5, No 0, Abstained 1)
- IV. **APPROVAL OF MINUTES:**

A. January 24, 2024 Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz
No: None
Abstain: Jan Miller (arrived at 6:05 p.m.)

Motion Passed (Yes 5, No 0, Abstained 1)

- 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 reviewed the Treasurer's Report. Vosen submitted the Treasurer books to Potratz for an annual review. Potratz reported the financial records looked good. Vosen noted the VFW contacted her to change their \$500 donation to be applied to the Patio Project. Vosen will reflect this change in the March Treasurer's Report.

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

B. Accounts Payable

The Accounts Payable report was presented for approval.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

On roll call vote:

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

C. Budget Reports

Budget reports were presented and reviewed.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank you letters to the following donors: Forte Bank - \$250 for the 'Little Free Library Program'; Germantown Kiwanis - \$1,000 for the 'Early Literacy and

Storytime'; Jeanie & Greg Handley - \$1,000 for library materials and patio sign; Rodell Johnson - \$200 for Programming; Robert Korol - \$200 for Programming; Jenna & Sam Krushel - \$100 for the Patio Project (brick); Kimberly Lisanby-Barber - \$100 for Teen Programming; Jan Miller - \$150 for Youth Programming and the Patio Project; and Eric & Mary Skowlund - \$100 for Adult Programming.

B. Village Reports

Miller provided an overview of the past Village Board meetings. She noted that Smith presented the Library's 2023 Annual Report information at the February 19 meeting. She stated that Smith had a nice presentation and there were many positive comments by Village Board Trustees.

C. County Reports

None.

D. System Reports

None.

E. President's Report

None.

F. Director's Report

Smith provided highlights from her Director's Report. She mentioned Library staff are planning for the library's 60th anniversary. A party for the public will be held on April 8, 2024 and we are looking for library board members that would like to volunteer. Brady asked when was the last time the Library's Collection Development Policy was reviewed. Smith indicated it was last updated in June of 2023.

VIII. UNFINISHED BUSINESS

A. Emergency Closing Policy

Smith presented a new draft of the library's proposed Emergency Closing Policy which addresses the concerns the Library Board raised at the January 24, 2024 meeting. The primary item discussed was the paying of staff during an emergency closure. Smith indicated the policy now matches the Employee Handbook explanation provided by Village Hall. Smith summarized this by stating that on the rare occasion Village Hall closes, the staff that are scheduled during the closure are paid regular hours as scheduled. Therefore, it is proposed the library follow the same practice with specified limitations of three days per emergency event. The board felt there should also be a combined cap of five days per year.

Motion: Approve the 'Emergency Closing Policy' presented with the addition of a combined annual cap of five days.

Motioned By: Joyce Nelson

Seconded By: Jan Miller

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

IX. NEW BUSINESS:

A. Village Administrator Update

Administrator Kreklow was unable to attend the meeting. This will be rescheduled to the March 20, 2024 meeting.

B. Library 2023 Annual Report

Smith reviewed the 2023 Annual Report information she provided the Village Board. She will also be presented the information at upcoming Richfield and Jackson community meetings. Brady asked Smith if she could provide Lending/Borrowing ratio trends over the past few years at the March meeting. Smith also provided the 2023 Annual Report document for review and approval to be submitted to the Monarch Library System and the State of Wisconsin Department of Public Instruction. The deadline for submitting the annual report to the state is February 29, 2024.

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

C. Library Patio Project

Smith reviewed the current Patio Project Plan approved by the Village Engineering Department, Village DPW, Administrator Kreklow, Village President/Plan Commission Chair, Dean Wolter, and Village Trustee/Building Construction Oversight Committee Chair, David Baum. Smith requested the Library Board approve the presented plan. This would allow the project to begin now with an anticipated completion of this initial phase in May 2024. This would allow the patio to be used for summer programming.

Brady expressed concern about the limited scope of this phase and would like to see landscaping of trees and shrubs included. Miller also expressed concern about the limited scope and would like the fence to be included. Smith explained the current donations raised only cover the expenses for the new concrete, the repositioning of the existing bricks/benches, the clean-up/restoration, and smaller patron activity areas. Miller suggested the project wait until more funds can be raised to be able to accomplish more items in the full plan. Smith expressed the importance of starting the project now to get the base installed which is weather-dependent. This will make it easier to add additional components as additional donations are received.

Miller also expressed concern that the plan was not being presented at the full Planning Commission. Smith explained she requested to be added to the February meeting but was directed by Village Hall management and Village Committee Chairs that it was not needed. Miller cautioned that without going to the full Plan Commission

she was worried issues may be raised as additional phases are implemented and conflict with the current phase.

Potratz asked how close the concrete will be to the existing parking lot and is there a safety/liability issue. Miller asked if there were any regulations and liability because it is a public area. Smith indicated it fell under the normal operational liability as the existing patio. Smith also explained there would be additional regulations if a commercial grade playground were installed, which is not planned for this area due to the space limitations.

Motion: Approve the plan as presented.

Motioned By: Joyce Nelson

Brady expressed concern that when the library requested donations for the complete project that donors will be disappointed with the limited implementation. Smith explained that revised expectations of the project plan phases as been communicated to all large donors.

Motion: Amend the proposal to include a review with the Village Engineer.

Motioned By: Jan Miller

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Christa Potratz

No: Jan Miller, Charlene Brady

Abstain: None

Motion Passed

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on the third Wednesday, March 20, 2024, at 6:00 p.m. instead of the usual fourth Wednesday. Nelson adjourned the meeting at 7:31 p.m.