

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 26, 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, Trustee Meg Cutts, Library Board Member Charlene Brady, Library Board Member Joletta Kerpan, Library Board Member Darlene Vosen, Library Board Member Sarah Larson

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: Sarah Larson

Seconded By: Meg Cutts

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

IV. **APPROVAL OF MINUTES:**

A. May 22, 2024, Meeting Minutes

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Meg Cutts, Sarah Larson

No: None

Abstain: None

Motion Passed (Yes 6, 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.)*

Jan Miller (PO Box 834, Germantown) spoke on Grant Resolution 17-2024 and the Library County Offset Fund.

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen reported CD #4 will mature prior to the July board meeting on 7/4/24. She asked for direction regarding renewal terms of the CD. Board members supported a 15-month renewal term. The rate was approximately 5.1% at the time of inquiry. In addition, CD #6 will mature on 7/27/24. Renewal of this CD will be addressed at the July meeting.

Vosen also reported on the wooden tree donation plaque custom leaves. Her Menomonee Falls vendor does not have the tools for this work but recommended two other companies. A business in Brookfield works with a NY supplier that may be able to create the leaves. Vosen reached out to the NY business and they will be able to create the leaves. Vosen ordered 38 leaves which will cost about \$300 to be taken from the Library Board Savings Account.

Motion: Approve purchase of donation leaves as outlined by Treasurer Vosen.

Motioned By: Charlene Brady

Seconded By: Joyce Nelson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

Motion: Approve Treasurer's Report as presented

Motioned By: Joletta Kerpan

Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

B. Accounts Payable

Smith reviewed the submitted Accounts Payable report. She mentioned that due to a Village Hall backup entering credit card transactions into the Tyler Munis Financial System, she is not able to provide that report this month. She also mentioned that the majority of items that were on staff credit cards in the past from Amazon have been moved to an invoicing process this year. She pointed out the three Amazon invoices on the Accounts Payable report.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Meg Cutts

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith reviewed the submitted Budget Report. The Board questioned the -\$701,000 amount for the County Library line item, Transfer/Adjustment field. Smith will inquire about this with the Village Finance Department and report back at the July meeting.

VII. REPORTS:

A. Correspondence

Nelson sent thank you letters to the following donors:

1. Judith and John Ish - \$50 - Material Collections
2. Dorcas Smith - \$20 - Programming Supplies
3. Ronald Zarling - \$50 - Material Collection

B. Village Reports

Cutts recapped the following Village Board business items related to the Library:

1. The Village Board passed the FFP Grant Resolution providing financial support for the library expansion should the Village be awarded a \$4,250,000 grant toward the expansion.
2. The General Governance Finance Committee presented a possible village budget priority survey that would be sent out to the community later this summer which includes the library in the priority options as 2025 budget planning will begin.
3. The Village Board did approve the creation of a separate account to separate the Washington County Capital Fund from the other Village investments.

Last month it was asked if Impact Fees could be used to pay for portions of the patio project. Nelson and Smith researched this and indicated they cannot. Past Impact Fees until 2022 were used for debt service reduction. At which time the debt services were paid off. Since 2022, the Impact Fees will be used for the expansion of the library. The funds collected must be used within seven years.

C. County Reports

None.

D. System Reports

Smith and Nelson mentioned that over 20 Monarch libraries had their websites hacked and were down for several weeks. Monarch staff dealt with the issues that caused the problem and recreated each of the affected sites during this timeframe.

E. President's Report

Nelson announced the library will be the Grand Marshall at the Germantown July 4th parade, which begins at 4:00 p.m. followed by activities at Fireman's Park and ending with fireworks in the evening.

F. Director's Report

Smith reviewed her submitted Director's Report. Smith reported a significant number of donations have been received for the Patio Project expansion. The Summer Reading Kickoff began June 3 and has over 700 kids registered so far. The Kickoff Party was June 8 and had over 175 people attending. DPW also coordinated what is believed to be the final fix of the roof leak in the Large Community Room.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant for Library Expansion

Smith presented the FFP Grant application to the Village Board on June 3 and requested approval to submit the application. She included a copy of the presentation in the packet. She also proposed as part of the application a Village Resolution to provide match funds if the Village is awarded \$4,250,000 for the library expansion. The Village Board approved applying for the grant and Resolution No. 17-2024 with an 8-1 vote. The resolution is also included in the agenda packet. Smith will continue to work with Engberg Anderson Architects and village staff to gather the information needed for the application.

B. Patio Project

Smith provided an update on the Patio Project which included a copy of a press release for the Grand Opening scheduled for June 28 and a recap of the many donors. It was noted that the project was funded 100% by donations from local businesses and community members. Over \$31,000 has been raised so far with several additional donations committed. Several items for the patio will not arrive and be installed until late summer. Smith reached out to everyone that purchased a patio brick between 2000-2024 to let them know their engraved brick remains, but it has been relocated to the perimeter of the patio. Smith mentioned she will be promoting the purchase of the last approximately 170 bricks. Smith also explained the final concrete layout resulted in additional landscaping needs. The library will need to purchase the materials and DPW staff will install it for the library in the spring. Board members provided suggestions for resources to assist with materials and installation. Smith indicated she will follow DPW recommendations since they will be maintaining the area.

IX. NEW BUSINESS:

None.

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, July 24, 2024, at 6:00 p.m.

Nelson adjourned the meeting at 07:01 PM.