MEETING:	**GERMANTOWN COMMUNITY OF THE LIBRARY BOARD**
DATE AND TIME:	**Wednesday, July 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 06:00 PM.

II. ROLL CALL:
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Library Board Member Jacob Misiak, Trustee Meg Cutts, Library Board Member Sarah Larson
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: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

IV. APPROVAL OF MINUTES:

A. June 26, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
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 reviewed the Treasurer's Report and explained how the cash and credit card donations are reflected. She also explained how there is a delay in receiving the credit card funds from the Village. Larson asked if it would help to have the Village do an ACH transfer of funds to the Library Board account rather than cut a check. Lloyd will check with the Village regarding the feasibility of doing this and report back to Vosen for consideration.

Motion: Approve Treasurer's Report as presented
Motioned By: Joyce Nelson
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Motion: Approve Renewal of CD #6 at 15 months and 5.4% Interest Rate
Motioned By: Joyce Nelson
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Accounts Payable

Smith presented the Accounts Payable Report. She pointed out the large amount for the Monarch Library System is an annual fee.

Motion: Approve as presented
Motioned By: Charlene Brady
Seconded By: Joletta Kerpan

On roll call vote:
Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

C. Budget Reports

Smith provided monthly budget reports for review. Cutts asked if Smith received an explanation for the -$701,000 'Transfer' amount and -$351,000 'Revised Budget' for the 'County Library' account. Smith had not and will follow-up for the August meeting. Cutts also asked why the Health and Dental expenses were trending higher than expected at this time of year. Smith will check with the Village Finance department. Smith mentioned she will be submitted an amended budget next month to incorporate the donations that have been received to help with gap from the operating budget cuts.

VII. REPORTS:

A. Correspondence

Nelson sent thank-you letters to the following donors:

1. Cervantes Concrete Services - $1000 - Patio
2. Chick-fil-A - $250 - Patio
3. Kathy Cowan - $200 - Patio
4. Erika & Neal Degner - $300 - Patio
5. Kettle Moraine Fine Arts Guild - $46 - Patio
6. Klowak Family Foundation - $1000 - Patio
7. Klowak, Michelle & Griffn (Marcy) - $1000 - Patio
8. Mom's Club - West - $2554.20 - Patio and $604.07 - Early Literacy
9. Anne Schutz - $700 - Patio
10. Dan Smith - $100 - Patio
11. Trisha Smith - $100 - Patio
12. Susan Wilson - $100 - Patio
13. Ron Zacker - $500 - Patio
14. Christa Potratz - 6 years of Library Board Service
15. Tim Hogar, National Trophy - engraved plaque

B. Village Reports

Cutts reported that the Village 5-year Capital Improvement Plan (CIP) has not been approved yet. The board wanted to collect more information for review before approving the plan as presented. The Impact Fee Study contract was awarded to Ehlers. There was discussion regarding future use of Library Impact Fees. It was stated by several library board members that the allowable use and timeframe of Impact Fees is spelled out in the Wisconsin State Statutes.

C. County Reports

Smith was asked if a library expansion would impact the amount the County funds the library. She indicated it will because it is based on square footage. But it also has other factors in the formula, and it is unknown what the net impact will be. She also mentioned nothing would change until a final design with actual added square footage is confirmed by the architects. At that time it would be presented to Washington County Executive Committee.

D. System Reports

Smith mentioned the Monarch Library System will be rolling out Vega Discover (new online catalog system) in mid-August. Patrons have been able to use as a soft launch since June.

E. President's Report

Nelson mentioned there will be Library Board officer elections at the August meeting. The Vice President position is currently open. The duties of the Vice President are to run any meetings during the President's absence and to conduct a review of the Treasurer's files once a year for audit purposes.

F. Director's Report

Smith reviewed her submitted Director's Report and highlighted the large number of donations that have been received so far this past month. The library also received several nice articles in the local newspapers about the patio ribbon cutting.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant for Library Expansion

Smith reported the 2024 Flexible Facilities Program (FFP) Grant for the library expansion was submitted by Village Board President Wolter on Wednesday, July10. We will receive notification of the awards by October 1.

B. Patio Project

Smith provided an update on the Patio Project. Additional patio items (ex. musical flowers) have been ordered and should arrive by mid-September. This is the same time the current order of bricks should be received. Smith has coordinated with DPW to install both the new patio items and new bricks in September before the weather turns too cold. The next deadline for brick orders will be September for installation in the spring of 2025.

IX. NEW BUSINESS:

A. Patio Project Landscaping

Smith recapped the information submitted regarding current landscaping needs for the Patio. It includes removal of shrubs, installation of a dirt barrier for future plantings, fill of decorative stone to meet the height of the concrete. This was not part of the original plan but is an additional need due to the height and pitch the concrete needed to be poured. Smith has reviewed the needs with DPW. They have offered to do the work in spring 2025 with the materials paid for with patio donations. However, the receipt of a village grant from CVMIC of $3,000 has provided a second option. The grant would provide for the work to be done in Fall 2024 by hiring a landscaper. However, the grant must be matched by village funds. Smith asked the library board which option they would like her to pursue. Discussion covered the advantages and disadvantages of using the grant for this project.

Motion: Approve to allow Director Smith to sign a landscaping contract up to $8,600 for this project.
Motioned By: Joyce Nelson
Seconded By: Meg Cutts

Motion and second was recinded by Nelson and Cutts.
Yes: None
No: None
Abstain: None

Motion (Yes 0, No 0, Abstained 0)

Motion: Approve to allow Director Smith to sign a landscaping contract up to $6,000 for this project.
Motioned By: Joyce Nelson
Seconded By: Meg Cutts

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed **(Yes 7, No 0, Abstained 0)**

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, August 28, 2024, at 6:00 p.m.
Nelson adjourned the meeting at 07:00 PM.