

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, August 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, Member Joletta Kerpan, Trustee Meg Cutts, 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:**
Nelson corrected the next meeting date from September 5 to 25.

Motion: Approve with amendment as presented
Motioned By: Sarah Larson
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)

- IV. **APPROVAL OF MINUTES:**

A. July 24, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
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)

- 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

Motion: Approve as presented

Motioned By: Joyce Nelson

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)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Meg Cutts

Seconded By: Joyce Nelson

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 budget report and discussed the findings of several questions raised by the Board at the July meeting and covered in the Budget Report Summary.

VII. **REPORTS:**

A. Correspondence

Nelson sent out 36 donation thank you letters to the following donors:

1. 501st Legion Wisconsin Garrison (Jenny Harris) - \$300 - Patio
2. Blake & Jennifer Adams - \$100 - Patio

3. Jennifer Ainsworth - \$100 - Patio
4. Bethlehem Lutheran (Kristin Miller) - \$1,500 - Patio
5. Charlene Brady - \$100 - Patio
6. Rachel Chapman - \$150 - Patio
7. Mary Dhein - \$100 - Patio
8. Tom & Liz Diedrich - \$500 - Patio
9. Sheryl Dimberg - \$100 - Patio
10. Kami Dorn - \$100 - Patio
11. Cole Fenske - \$100 - Patio
12. Grassroots Germantown (Peggy Reeder) - \$250 - Patio
13. Paula Heupel - \$100 - Patio
14. Laura Jackson - \$125 - Patio
15. Jan Johnson - \$250 - Patio
16. Stephanie Kaiser - \$100 - Patio
17. Rochelle Kichura - \$125 - Patio
18. Chad & Kathy Koski - \$250 - Patio
19. Dennis & Judy Kuhn - \$250 - Patio
20. Sarah LeGear - \$100 - Patio
21. Library Staff - \$125 - Patio
22. Connie Lloyd - \$500 - Patio
23. Nancy Malkowski - \$200 - Patio
24. Robert Matysik - \$100 - Patio
25. Kristin Miller - \$100 - Patio
26. MOMS Club of Germantown - \$121.35 - Patio
27. Joyce Nelson - \$200 - Patio
28. Pawlak Family (in Memory of Alison Bruno) - \$5,000 - Patio
29. Tammy Rehlinger - \$100 - Patio
30. Linda Riemer-Zokan - \$100 - Patio
31. Robert's Frozen Custard (Darren Stamm) - \$325 - Patio
32. Kristin Staniak - \$250 - Patio
33. Angel Thompson - \$150 - Patio
34. Sally Waraxa \$250 - Patio
35. Nickie Zimmer - \$200 - Patio
36. Jan Zorowski - \$300 - Patio

B. Village Reports

Cutts reviewed the Village Board meeting updates regarding the 2023 audit, the 2025 budget process, the DPW library roof fix project 2025 funding request, and provided a handout summarizing the State of Wisconsin Statute on Impact Fees.

C. County Reports

None.

D. System Reports

Smith reviewed the System Monarch Vega Catalog updates which went live to patrons on August 14.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant for Library Expansion

Smith provided an update on the status of the 2024 Flexible Facilities Program (FFP) Grant application process. The Wisconsin Department of Administration provided a list of applicants on the grant website. There is no update on any grant awards at this time.

B. Patio Project

Smith reviewed the submitted patio update information. She noted that the additional landscaping approved at the July meeting was completed by Wendland Nursery this month and the total cost was under the approved budget. Smith noted the patio is used on a regular basis by patrons.

IX. NEW BUSINESS:

A. Library Board Officer Elections

The following Library Board Officers were nominated:

- President - Joyce Nelson
- Vice-President - Meg Cutts
- Treasurer - Darlene Vosen

Motion: Approve Library Board officers as nominated.

Motioned By: Joletta Kerpan

Seconded By: Charlene Brady

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. Amended 2024 Budget

Motion: Approve as recommended

Approve the 2024 Amended Library Budget in the amount of \$57,200 additional funding from various accounts as listed below:

- 10570000-531000 (GEN SUPPLIES & EXPENSES): \$2,000
- 10570000-531080 (PROFESSIONAL DEV): \$2,000
- 10570000-531100 (BOOKS): \$10,000
- 10570000-531190 (MARKETING & PROMOTION): \$3,000
- 10570000-531460 (AUDIO VISUAL): \$8,700
- 10570000-531490 (PROGRAM SUPPLIES & EXP): \$31,500

Motioned By: Joyce Nelson
Seconded By: Darlene Vosen

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. Exam Procturing Policy

State of Wisconsin Library Standards do not require an 'Exam Procturing Policy'. It is recommended to change this from a library policy to a library procedure.

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)

D. Gifts Policy

Updates to the current Gifts Policy were updated to include wording for 'donations'. It was also recommended to rename the policy to 'Donations and Gifts Policy'.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

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)

X. **CLOSED SESSION:**

A. Library Director Mid-Year Performance Check-In

Motion: Adjourn to Closed Session.

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

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)

The Germantown Community Library Board was called into closed session by Nelson at 7:24 p.m. for the Library Director's mid-year performance check-in.

B. Reconvene into Open Session for Possible Action

Motion: Move to reconvene into Open Session.

Motioned By: Darlene Vosen

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)

The Germantown Community Library Board was called to reconvene into Open Session by Nelson at 7:50 p.m.

Respectfully submitted,
Joyce Nelson
President
Germantown Community Library Board

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on September 25, 2024.

Nelson adjourned the meeting at 07:51 PM.