

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, September 25, 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 Member Jacob Misiak, Library Board Member Sarah Larson, Library Board President Joyce Nelson, Library Board Member Darlene Vosen
Absent:
Excused: Trustee Meg Cutts, Library Board Member Charlene Brady, Member Joletta Kerpan
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd
- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Jacob Misiak, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)
- IV. **APPROVAL OF MINUTES:**

A. August 28, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Jacob Misiak, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

B. September 11, 2024, Special Meeting Minutes

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Jacob Misiak, Sarah Larson

No: None

Abstain: None

Motion Passed (Yes 4, 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 submitted monthly Treasurer's Report. Vosen was notified by the company that engraves the patio bricks for the library that the bricks are being discontinued. Therefore, as DPW replaces the existing bricks with newly engraved bricks, the old bricks need to be given to Vosen to deliver to the engraving company to store for future orders until all of the bricks are sold. The deadline for the next order will be February or March, 2025. Smith will coordinate with Vosen to select the exact date.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Jacob Misiak, Sarah Larson

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Sarah Larson

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Jacob Misiak, Sarah Larson

No: None

Abstain: None

Motion Passed (Yes 4, No 0, Abstained 0)

C. Budget Reports

The submitted monthly budget report was reviewed. Smith indicated several line items are temporarily showing over budget expenditures. Those accounts do not yet show the amended budget's revenue to reflect received donations that will be included in next month's report.

VII. REPORTS:

A. Correspondence

Nelson sent out 12 thank you letters to the following donors:

1. Laura Backes - \$100 - Patio Project
2. Brian Donley - \$100 - Patio Project
3. Cynthia Fusek - \$100 - Patio Project
4. High Park Estates HOA (Brian Schneider) \$250 - Patio Project
5. Noah Johnson - \$150 - Patio Project
6. Leanne McCarthy - \$100 - Patio Project
7. Daniel Pagliaro - \$6,806.29 - Materials
8. Greg Schaefer - \$100 - Patio Project
9. Christian Sutter - \$100 - Patio Project
10. Courtney Thomas - \$250 - Patio Project
11. VFW Auxiliary 9202 - \$50 - Programming
12. Wendland Nursery - cost of material and installation for the patio landscaping of 3 Boxwoods, 3 Yews, 1 Hydrangea, 3 Daylilies, and the donation sign

B. Village Reports

Smith reported that the Village Administrator and the Finance Director presented the proposed overall budget to the Village Board at the Monday, September 16, 2024, Village Board meeting. The Committee of the Whole meetings will begin on Monday, September 30 and will include a presentation of the Library's budget.

C. County Reports

Smith reported that the Washington County library directors meet every 6 months with the Washington County Administrator and Clerk. The next meeting will be Wednesday, October 2, 2024. The Clerk is currently calculating each municipality's minimum library funding amount to meet the Washington County Library Tax Exemption. Smith noted the 2024 Germantown updated home assessments will impact the county tax calculation in 2025.

D. System Reports

Smith noted that the Monarch Library System is in the process of Strategic Planning with Wisconsin Library Services (WILS). They will be asking for input from all library directors and staff. Germantown Library Board President, Nelson, is a member of the Strategic Planning committee. Smith also noted the system presented a software service called MessageBee as a possible solution to the patron text notification bounceback problem. The library directors will vote on purchasing this tool in October. Lastly, the System Resource Group is reviewing the hold ratios for purchases of digital materials and possibly proposing increased funding to reduce extended wait times for patrons.

E. President's Report

None.

F. Director's Report

Smith reviewed highlights from the Director's Report and attachments which include the Village Board survey and budget presentations from September 16, 2024.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant Update

Smith reported the Village of Germantown has not been notified yet by the State of Wisconsin if we have been awarded a 2024 Facilities Flexibility Grant. The deadline for notification is October 1, 2024. Smith also included in the agenda packet results from the Village budget survey and the Library Expansion survey.

B. Patio Project Update

Smith reported patio donations have reached \$45,000 and provided an updated project task list. Smith also reported the landscaping was completed by Wendland Nursery and included pictures of the completed project. It was also reported that the most recent order of donation bricks and musical instruments has been delivered. DPW will install everything sometime in October. It was proposed the next brick order deadline will be in February or March 2025, to be installed in May. It was also discussed that the revenue from the remaining brick sales will continue to be designated for future patio purchases or enhancements.

C. 2025 Budget Update

Smith provided the current library budget information from the Library Board Special Meeting on September 11, 2024.

IX. NEW BUSINESS:

None.

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on October 23, 2024. Nelson adjourned the meeting at 06:40 PM.