

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, October 23, 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: Sarah Larson

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. September 25, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Jacob Misiak,

Sarah Larson

No: None

Abstain: Meg Cutts

Motion Passed (Yes 6, 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 submitted Treasurer's Report. Vosen noted the Building Account must maintain a balance of \$2,500 to keep the account open. She takes this into consideration when deciding to move the designated 'Expansion' funds in this account to the 'Expansion CD #6'.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Joletta Kerpan

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 reviewed the submitted Accounts Payable Report.

Motion: Approve as presented

Motioned By: Meg Cutts

Seconded By: Sarah Larson

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 reviewed the submitted Budget Report. Smith confirmed for Cutts that per the State Statute, any unused library budget funds are carried over to next year's library budget.

VII. REPORTS:

A. Correspondence

Nelson sent out 14 thank you letters to the following donors:

1. County Line PTA - \$100 - Patio Project
2. Eastern WI Machine Knitters - \$100 - Materials
3. Kathryn Glaser - \$100 - Patio Project, \$50 - Early Literacy
4. Happy Days Preschool (Patti Burger) - \$50 - Early Literacy
5. Jenny Fenzl - \$150 - Patio Project
6. Rochelle Kichura - \$150 - Early Literacy
7. Joe Knuth - \$100 - Patio Project
8. Bonnie Lemanczyk - \$150 - Patio Project
9. Mary Neveln - \$100 - Patio Project
10. Karen Rauen - \$250 - Patio Project
11. Jessica Swearingen - \$100 - Patio Project
12. Doris Wessels - \$100 - Patio Project

B. Village Reports

Cutts and Smith provided a summary of library related items at the following Village Hall meetings. Links to the agendas, minutes, and recordings of the meetings are available on the Village Hall website.

- Village Board Meetings (10/7) (10/21)
- Committee of the Whole (9/30) - Department Budgets (Library included)
- Committee of the Whole (10/15) - Capital Project (Library included)
- Committee of the Whole (10/15) - Outstanding Items (Library included)

Smith provided a summary of the library's operational and capital budget in the Unfinished Business - 2025 Budget Update Summary. The final budget meeting and public hearing is scheduled for November 18, 2024.

C. County Reports

Smith reported the 2025 Washington County Libraries budget has been finalized. The library met the 2025 minimum amount to be exempt from county library tax and the tax exemption letter was submitted to Washington County on October 16, 2024. The budget and additional details were outlined in the Director's Report.

D. System Reports

Smith reported the Monarch System Directors met on October 10, 2024, in West Bend. The meeting was followed by a system strategic plan session with the library directors and facilitated by WiLS.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments and pointed out she will be attending the Wisconsin Library Association conference the week of November 4, 2024, in Green Bay, WI.

VIII. UNFINISHED BUSINESS

A. 2024 FFP Grant Update

Smith reported the library was notified on October 7, 2024, that the library was not awarded one of the 2024 Flexible Facilities Program Grants. She provided copies of the notification letter, the library's application scoring, and a list of those communities that were awarded grants.

B. Patio Project Update

Smith provided an update on the patio project and recommended patio naming rights be awarded to the MOMS Club of Germantown based on their overall donations of over \$18,000.

Motion: Approve Patio Naming Rights be Awarded to the MOMS Club of Germantown as recommended.

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

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. 2025 Budget Update

Smith reviewed a copy of the library budget and budget highlights covered in the Budget Update Summary. The Public Hearing on Budget and Budget Adoption will be held November 18 at 7:00pm.

IX. NEW BUSINESS:

A. 2025 Library Calendar

Smith reviewed the proposed 2025 library calendar. Brady expressed concern about closing the library on Saturday, July 5, 2025. Smith noted that even though the library is closed on Friday, July 4, 2025, many staff members will be working that day for the community parade and events.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Meg Cutts

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: Charlene Brady

Abstain: None

Motion Passed (Yes 6, No 1, Abstained 0)

X. **ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, November 20, 2024. This is the third Wednesday of the month instead of the fourth due to the Thanksgiving holiday.

Nelson adjourned the meeting at 06:43 PM.