

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, December 18, 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 06:01 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:**
Motion: Approve as presented
Motioned By: Darlene Vosen
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)

- IV. **APPROVAL OF MINUTES:**

A. November 20, 2024, Meeting Minutes

Motion: Approve as presented

Motioned By: Sarah Larson

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)

- 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.)*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report

Vosen presented the Treasurer's Report and gave an update on the donor tree.

Motion: Approve Treasurer's Report as presented

Motioned By: Joyce Nelson

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)

Motion: Approve Treasurer to expend funds not to exceed \$75 for donor tree book engraving

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)

B. Accounts Payable

Smith presented the Accounts Payable.

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, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith presented the Budget Reports.

VII. REPORTS:

A. Correspondence

Nelson sent out thank you letters to the following donors:

- Eve Harris - \$100 - Patio Project
- Cynthia LaRoque - \$200 - Patio Project
- Dan Knodl - \$100 - Patio Project
- Robert Korol - \$500 - Library Materials
- Arek Schmocker - \$100 - Patio Project

B. Village Reports

Trustee Cutts reported that the Village Board approved increasing library impact fees on December 16, 2024, from \$281 to \$711 effective January 1, 2025. It was indicated that impact fees must be spent within eight years and can only be used for building expansion. Nelson and Smith noted that past impact fees were being used to pay down the debt for the library building. The debt was paid off in 2022. Impact fees collected since that time will need to be used within eight years of receipt.

C. County Reports

D. System Reports

Information was covered in the Director's Report.

E. President's Report

F. Director's Report

Smith presented the Director's Report and attachments.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

- X. CLOSED SESSION:** *The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

Motion: Enter into Closed Session to review Item A

Motioned By: Joyce Nelson

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 Library Board entered into Closed Session at 6:37 PM.

- A. Approval of 2025 Merit Increases for Library Staff

- B. Reconvene into Open Session with Possible Action

Motion: Return to Open Session

Motioned By: Sarah Larson

Seconded By: Charlene Brady

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

No: None

Abstain: None

The Library Board returned to Open Session at 6:52 PM.

Motion: Approve 2025 Merit Increases for Library Staff as presented

Motioned By: Sarah Larson

Seconded By: Charlene Brady

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)

- XI. CLOSED SESSION:** *The Germantown Community Library Board may go into closed session as per Wis. Stats. 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then re-enter open session to take action as it deems appropriate.*

Motion: Enter into Closed Session to Review Item A

Motioned By: Joyce Nelson

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 Library Board entered into Closed Session at 6:54 PM.

A. Library Staff Compensation Review and Proposed Adjustments

B. Reconvene into Open Session with Possible Action

Motion: Return to Open Session for action on Item A

Motioned By: Darlene Vosen

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)

The Library Board returned to Open Session at 7:08 PM.

Motion: Approve Library Staff Compensation Review and Proposed Adjustments as presented

Motioned By: Darlene Vosen

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)

XII. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on January 22, 2025, at 5:30 PM at the Germantown Community Library.

Nelson adjourned the meeting at 07:10 PM.