

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, January 22, 2025 5:30 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 05:30 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: Charlene Brady
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)
- IV. **APPROVAL OF MINUTES:**

A. December 18, 2024, Meeting Minutes
Motion: Approve as presented
Motioned By: Darlene Vosen
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)

- 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 reviewed the submitted Treasurer's Report and noted CD #3 will mature on February 6, 2025. She reported renewal interest rates were approximately 4.81%. Board members supported a 17-month renewal term. She reminded the board that interest earned on CDs is being put into the Building Account and defined as 'Un-designated' rather than roll into the renewed CD.

Motion: Approve as presented

Motioned By: Joyce Nelson

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. Accounts Payable

Smith reviewed the submitted Account Payable report.

Motion: Approve as presented

Motioned By: Darlene Vosen

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 reviewed the submitted Budget Report.

VII. REPORTS:

A. Correspondence

Nelson sent out thank you letters to the following donors:

- Erin Brownlee - \$120 - Patio Project
- Daniel & Laura McCarthy - \$100 - Patio Project
- Tyler Schleicher - \$250 - Patio Project
- Lori Schultz - \$100 - Patio Project
- Sharon & James Wahlen - \$100 - Patio Project
- Soozie Willey - \$300 - Materials

B. Village Reports

Cutts reviewed highlights from the past Village Board meeting which included information on the approved revised Village spending limit policy. Smith covers how this impacts the library in the Director's Report.

C. County Reports

D. System Reports

E. President's Report

F. Director's Report

Smith reviewed the submitted Director's Report. Smith also noted the library annual report will be submitted for review and approval at the February 26, 2025, Library Board meeting. It must be submitted to the Monarch Library System by February 28, 2025. Smith is scheduled to present the library annual report highlights to the Village Board at the February 17, 2025, meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS:

A. Library Board Meeting Start Time Change

Motion: Approve to permanently change the Library Board meetings start time to 5:30 PM 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)

B. Library Director Staff Evaluation

Larson will provide Nelson with an editable document that contains the 360-performance review questions for the Library Director's review. Nelson will forward this questionnaire to the Library Director's direct reports for completion. The information will be reviewed with Smith in closed session at the March 26, 2025, Library Board meeting.

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)

C. Review Library Director 2025 Goals

The submitted Library Director 2025 goals were reviewed.

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. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on February 26, 2025, at 5:30 PM. Nelson and Brady will be excused.

Nelson adjourned the meeting at 06:10 PM.