MEETING:	**GERMANTOWN COMMUNITY OF THE LIBRARY BOARD**
DATE AND TIME:	**Wednesday, February 26, 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 Vice President Meg Cutts at 05:31 PM.

II. ROLL CALL:
Present: Library Board Member Darlene Vosen, Member Joletta Kerpan, Library Board Member Jacob Misiak, Trustee Meg Cutts, Library Board Member Sarah Larson
Absent:
Excused: Library Board President Joyce Nelson, Library Board Member Charlene Brady
Also present: Library Director Trisha Smith, Assistant Library Director Connie Lloyd

III. APPROVAL OF AGENDA:
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

IV. APPROVAL OF MINUTES:

A. January 22, 2025, Meeting Minutes
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, 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. It was reported that Cutts audited the Treasurer's books and all looked good with one minor typo which did not impact any balances.

Vosen noted CD #3 was renewed for 17 months at 4.72/4.81%. Interest earned of $1,022.60 was added to the 'Un-designated" funds in the Building Account. Vosen noted this brings the 'Un-designated" funds to the $2,500 minimum to keep the account open without fees. This allows the designated funds to be spent without impact on the status of the Building Account.

Motion: Approve as presented
Motioned By: Joletta Kerpan
Seconded By: Sarah Larson

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

Vosen noted CD #2 expires 3/4/25 and requested input on renewal preferences. The options were 9, 17, or 24 months, all at a rate of 4.43% as of 2/18/25.

Motion: Renew CD #2 for 17 months
Motioned By: Sarah Larson
Seconded By: Meg Cutts

Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

Smith and Vosen noted DPW hung the refurbished donation wood tree in the lobby. Vosen has four additional leaves which she will add to the tree.

B. Accounts Payable

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

On roll call vote:
Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Budget Reports

Smith reviewed the submitted 2024 and 2025 Budget Reports. Smith was asked what the $1,350 entry on the Capital Funds report represented. Smith will report back at the March meeting.

VII. REPORTS:

A. Correspondence

Cutts reported that Nelson sent out the following thank-you letters:

1. Berg, Rolf and Barbara - $25 - Patio Project
2. Neu, Gloria - $125 - Patio Project
3. Scherer, Erna (letter acknowledging Berg and Neu donation for George Scherer) - $25 - Patio Project
4. Jaccard, Shirley - $250 - Materials
5. Hoff, Sharon and Bob - $100 - Patio Project
6. Koch, James - $30 - Materials
7. Wasicek, Tim and Jane - $100 - Patio Project

B. Village Reports

Cutts provided highlights from the Village Board meetings that impact library operations.

C. County Reports

Smith reported the Washington County Library Directors met on February 25.

D. System Reports

Smith reported the Director's Council met on Thursday, February 13, online. Additional information can be found on the link in the Director's Report.

E. President's Report

Cutts reported on behalf of President Nelson. Nelson emailed the Library Director's direct reports on February 2 requesting evaluation input by March 1. Results will be presented at the March Library Board meeting.

F. Director's Report

Smith reviewed the presented Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. 2025 Amended Budget

Smith reviewed the submitted material and the recommendation to amend the 2025 library budget to account for increased salaries and benefits for the approved 2025 wage increases for library staff and for donations and grants received.

A typo was noted in the proposed recommendation. It was determined $5=77,953 should be $77,953 and 2024 should be 2025.

Motion: Approve the proposed amended 2025 library budget in the amount of $77,953 additional funding for various accounts submitted.

- 10570000-511000 (SALARIES-FULL TIME): $8,918
- 10570000-511100 (SALARIES-PART TIME): $9,042
- 10570000-521000 (SOCIAL SECURITY): $1,374
- 10570000-521000 (STATE RETIREMENT): $619
- 10570000-531000 (GEN SUPPLIES & EXPENSES): $11,000
- 10570000-531080 (PROFESSIONAL DEV): $2,000
- 10570000-531100 (BOOKS): $17,000
- 10570000-531460 (AUDIO VISUAL): $5,000
- 10570000-531490 (PROGRAM SUPPLIES & EXP): $23,000

Motioned By: Darlene Vosen
Seconded By: Sarah Larson

On roll call vote:
Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

B. 2024 Annual Report

Smith reviewed the submitted library 2024 annual report. It was noted that page 7 - Governance, needed to be corrected to reflect Sarah Larson instead of Christa Potratz.

Motion: Approve the 2024 Library Annual Report with noted corrections.
Motioned By: Darlene Vosen
Seconded By: Sarah Larson

On roll call vote:
Yes: Darlene Vosen, Joletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

X. ADJOURNMENT:

Cutts announced the next Library Board meeting will be held on Wednesday, March 26, 2025, at 5:30 PM.
Cutts adjourned the meeting at 06:19 PM.