

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, March 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 President Joyce Nelson at 05:31 PM.

II. **ROLL CALL:**

Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Trustee Meg Cutts, Library Board Member Sarah Larson

Absent:

Excused: Library Board Member Joletta Kerpan, 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: Sarah Larson

Seconded By: Charlene Brady

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

No: None

Abstain: None

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

IV. **APPROVAL OF MINUTES:**

A. February 26, 2025, Meeting Minutes

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Meg Cutts

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, 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 pointed out the interest earned from CD#2 was deposited in the Building Account as 'Un-designated'.

Motion: Approve as presented

Motioned By: Meg Cutts

Seconded By: Sarah Larson

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

No: None

Abstain: None

Motion Passed (Yes 5, 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, Charlene Brady, Meg Cutts, Sarah Larson

No: None

Abstain: None

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

C. Budget Reports

Smith reviewed submitted budget report.

VII. **REPORTS:**

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Kristi Bonnell - \$500 - Materials

- Carol King - \$100 - Patio Project
- Celeste LaJeunesse - \$150 - Patio Project

B. Village Reports

Cutts provided updates from the Village Board meetings.

C. County Reports

D. System Reports

Smith reported that the Director's Council met on 3/13/25 at Cedarburg Public Library. The Board discussed digital resource access. Smith noted that Libby is a digital resource available statewide via the Department of Public Instruction (DPI). It provides unlimited checkouts by patrons. Germantown is charged \$8,000 annually for this service. However, Washington County covers 50% of this expense.

E. President's Report

Nelson extended a thank you to Vice President Meg Cutts for running the February meeting in her absence.

F. Director's Report

Smith reviewed her submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

A. Patio Project

Smith provided an update on the Patio Project and reviewed the presented information on the last musical item and donor sign proposed to be purchased.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Sarah Larson

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

No: None

Abstain: None

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

IX. NEW BUSINESS:

A. Job Description Updates

Smith reviewed the proposed five submitted job description updates. Smith noted that all library job descriptions are being reviewed and batches of updates will be presented over the next couple of months.

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Meg Cutts

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

No: None

Abstain: None

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

1. Library Page I
2. Library Page II
3. Library Specialist
4. Technical Services Specialist
5. Circulation Manager

- 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 as presented

Motioned By: Meg Cutts

Seconded By: Sarah Larson

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

No: None

Abstain: None

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

The Library Board entered into Closed Session at 6:25 PM.

A. Library Director 360 Performance Review

Motion: Reconvene into Open Session as presented

Motioned By: Meg Cutts

Seconded By: Joyce Nelson

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

No: None

Abstain: None

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

The Library Board returned to Open Session at 7:44 PM.

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, April 23, at 5:30 PM.

Nelson adjourned the meeting at 07:45 PM.