

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, April 23, 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 Jolletta 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 Agenda as presented
Motioned By: Sarah Larson
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None
Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

IV. **APPROVAL OF MINUTES:**
 A. March 26, 2025, Meeting Minutes
Motion: Approve Meeting Minutes as presented
Motioned By: Meg Cutts
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson
No: None

Abstain: None

Motion Passed (Yes 7, 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 reported CD #1 will come due on 5/5/25 and interest rates are 4.80% for 9, 17 and 25-month renewals. Further discussion regarding this renewal was deferred to Item 'A' in New Business.

Motion: Approve Treasurer's Report as presented

Motioned By: Meg Cutts

Seconded By: Jolletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Jacob Misiak, Meg Cutts, Sarah Larson

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

B. Accounts Payable

Motion: Approve Accounts Payable Report as presented

Motioned By: Darlene Vosen

Seconded By: Meg Cutts

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta 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 Budget Report and mentioned the budget amendments will be reflected on next month's report.

VII. REPORTS:

A. Correspondence

Nelson sent 16 thank-you letters to the following donors:

- Ted Anderson - \$100 - Patio Project
- Bob & Judy Beattie - \$500 - Patio Project
- Monica Fedel - \$100 - Patio Project
- Kathryn Feiertag - \$200 - Patio Project
- Lisa Franzmeier - \$100 - Patio Project
- Friends of the Library - \$400 - Patio Project
- Germantown Community Coalition - \$100 - Patio Project
- Girl Scout Troop #11059 - \$100 - Patio Project
- Meredith Guttu - \$100 - Patio Project
- Kristin Hanson - \$100 - Patio Project
- Kiwanis of Germantown - \$1,000 - Patio Project and Early Literacy
- Carol Kline - \$150 - Patio Project
- Erika Mehlos - \$100 - Patio Project
- Laurel Poppy - \$100 - Patio Project
- SC Wave 2014 - Germantown Girls Soccer - \$100 - Patio Project
- Phani Tenneti - \$101 - Patio Project

B. Village Reports

Cutts provided Village meeting highlights that pertain to the library. Bob Soderberg was elected as Village Board President.

C. County Reports

D. System Reports

Smith noted that the new Monarch Library System patron text and phone notification software, Message Bee, will be implemented by the end of May.

E. President's Report

F. Director's Report

Smith reviewed her submitted Director's Report.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Request Funding For New Library Shelves

It was discussed not to renew Furniture and Equipment CD #1 for \$15,000, to fund the request for new library shelves and the moving services to reorganize the adult and juvenile shelving.

Motion: Approve request for new shelving and moving services of existing shelving not to exceed \$10,000.

Motioned By: Joyce Nelson

Seconded By: Darlene Vosen

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. Job Descriptions Updates

1. Adult Services Librarian

Smith reviewed the proposed changes to the Adult Services Librarian position along with renaming the position to Adult Services Manager.

Motion: Approve the proposed Adult Services Librarian job description changes as presented. as presented

Motioned By: Darlene Vosen

Seconded By: Charlene Brady

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)

2. Adult Services Specialist

Smith reviewed the proposed changes to the Adult Services Specialist job description.

Motion: Approve the proposed changes to the Adult Services Specialist job description. as presented

Motioned By: Sarah Larson

Seconded By: Meg Cutts

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)

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, May 28, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:00 PM.