

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, June 25, 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 05:35 PM.

II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Library Board Member Charlene Brady, Member Joletta Kerpan, Library Board Member Sarah Larson, Trustee Jolene Pieper (remote), Library Board Member Jacob Misiak
Absent:
Excused: **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: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Jacob Misiak
No: None
Abstain: None

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

IV. **APPROVAL OF MINUTES:**

 A. May 28, 2025, Meeting Minutes - DRAFT (Action)
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Jacob Misiak

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 four (4) 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.) Comments that may be injurious to village personnel or other individuals will not be allowed.*

VI. **FINANCIAL MATTERS:**

A. Treasurer's Report (Action)

Motion: Approve as presented
Motioned By: Joyce Nelson
Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Jacob Misiak

No: None
Abstain: None

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

B. Accounts Payable (Action)

Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Darlene Vosen

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Jacob Misiak

No: None
Abstain: None

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

C. Budget Reports (Discussion)

Smith reviewed the submitted budget reports.

VII. **REPORTS (Discussion Unless Otherwise Noted):**

A. Correspondence

Nelson sent thank you letters to the following donors:

- Joan Aliota - \$100 - Patio Project
- Chick-fil-A Fun - \$232 - Patio Project
- Sean & Hailey Glaser - \$250 - Early Literacy
- Karl Glunz - \$1,000 - Patio Project
- Davie & Lori Gutbrod - \$100 - Materials
- Charlette Jackson - \$25 - Materials

B. Village Reports

Smith and Pieper provided Village updates pertaining to the library. Pieper provided resources to the library to investigate if E-rate funds could be utilized in the future.

C. County Reports

Smith reviewed updates she included in the submitted Director's Report.

D. System Reports

Smith reviewed updates she included in the submitted Director's Report.

E. President's Report

F. Director's Report

Smith reviewed highlights from the Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Election of Library Board Officers (Action)

The following nominations were made:

- President - Joyce Nelson
- Vice President - Sarah Larson
- Treasurer - Darlene Vosen

Motion: Approve nominations for the Library Board officers as presented

Motioned By: Jacob Misiak

Seconded By: Joletta Kerpan

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

Jolene Pieper, Jacob Misiak

No: None

Abstain: None

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

B. Job Description Updates

Motion: Approve the submitted updates to the four job descriptions as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Jacob Misiak

No: None

Abstain: None

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

1. Youth Services Librarian (Action)
2. Youth Services Specialist (Action)
3. Outreach Specialist (Action)
4. Youth Services Intern (Action)

C. Library Director Mid-Year Performance Check-in (Discussion). 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.

The Library Board provided Smith with mid-year performance review feedback on her submitted updates for her 2025 goals.

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, July 23, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:16 PM.