

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, July 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 05:31 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, Library Board Member Katie Kohel
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, Katie Kohel
No: None
Abstain: None

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

- IV. **APPROVAL OF MINUTES:**

A. June 25, 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, Katie Kohel
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

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, Katie Kohel

No: None

Abstain: None

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

B. Accounts Payable

Motion: Approve as presented

Motioned By: Sarah Larson

Seconded By: Joletta Kerpan

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Katie Kohel

No: None

Abstain: None

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

C. Budget Reports

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

A. Correspondence

Nelson sent thank-you letters to the following donors:

- Amy Belle Girl Scout Troop #36108 - \$100 - Patio
- Katie Cattani - \$100 - Patio

- Mary Guerin - \$50 - Materials
- Glenn & Michelle Hofer - \$100 - Materials
- Kettle Moraine Fine Arts Guild - \$58 - Patio
- Kiwanis of Germantown - \$1,000 - Teen Furniture
- Chris Koral - \$100 - Patio
- Amie Luech - \$100 - Patio
- Kathleen Mannion - \$100 - Patio
- James Marshall - \$50 - Materials
- Mark & Karie Mindock - \$100 - Materials
- Rae Mindock - \$700 - Materials
- Scott Mindock - included in total memorial donations for Lois Mindock
- Cindy & Jim Mohns, Jill Postl, Stephanie Dickerson - \$645 - Materials
- Dan Pagliaro - \$7,735.98 - Materials
- Richfield Lions Club - \$600 - Patio
- John Stiever - \$50 - Materials
- Julie Thompson - \$100 - Patio

B. Village Reports

Pieper and Smith provided an update regarding the Village 2026 budget process that has begun.

C. County Reports

Smith reported the Kewaskum Public Library is still searching for a new Library Director.

D. System Reports

Smith reported the Monarch Library System Strategic Plan is complete and a thank you to President Nelson who participated in the process. She also mentioned that Message Bee has been working well and has eliminated the majority of the patron notification bounceback text notifications.

E. President's Report

F. Director's Report

Smith reviewed highlights from her submitted Director's Report.

VIII. UNFINISHED BUSINESS:

IX. NEW BUSINESS:

A. Washington County Heart & Homestead Memorandum of Agreement (Action)

Motion: Approve entering into a Memorandum of Agreement with Washington County for participation in the Heart and Homestead program as presented

Motioned By: Joyce Nelson

Seconded By: Jolene Pieper

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Katie Kohel

No: None

Abstain: None

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

B. Washington County Emergency Management Memorandum of Understanding (Action)

Motion: Approve entering into a Memorandum of Understanding with Washington County for the library to be a community resource for the Emergency Management Services Team as presented

Motioned By: Jolene Pieper

Seconded By: Sarah Larson

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Jolene Pieper, Katie Kohel

No: None

Abstain: None

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

C. 2026 Budget (Discussion)

Smith reviewed the 2026 library budget directions she received from the Village of Germantown administration and finance which includes cutting 5% of operating costs, which is approximately \$9,000.

Library Board members offered the following ideas for the Library Director to research as possible cost-savings opportunities:

1. Utility Costs
2. Telephone Costs

It was also suggested to replace the false windows with real windows in the former Storytime Room which has been converted into office space. The intention is to provide natural light for the two staff members that now work there.

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, August 27, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:17 PM.