

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

June 22, 2011

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:03 p.m. on Wednesday, June 22, 2011. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Danny Ho (arrived late), Claudia Butschli, Ronald Seiser. **Members absent:** Terri Kaminski (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Vosen, Butschli): Approve the agenda as published. Motion carried (5-0). MOTION (Seiser, Musbach): Approve the minutes of the April 27, 2011 and the May 25, 2011 meetings as printed. Motion carried (5-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT.

Balances as of May 24, 2011: Hampel Memorial Account - \$2,066.96; Dhein Memorial Account - \$3,023.28; GCL/Rao Account - \$6,955.19; Board Savings Account - \$7,866.75; Board Checking Account - \$1,060.47; DML Building Fund - \$96,630.15. MOTION (Ho, Seiser): Accept the Treasurer's Report for May. Motion carried (6-0).

Balances as of Jun 22, 2011: Hampel Memorial Account - \$2,066.96; Dhein Memorial Account - \$3,023.28; GCL/Rao Account - \$6,956.59; Board Savings Account - \$7,868.33; Board Checking Account - \$1,052.97; DML Building Fund - \$97,172.44. MOTION (Ho, Seiser): Accept the Treasurer's Report for June. Motion carried (6-0).

Discussion: The report reflects deposits from the Penny Jug, interest on all accounts, Mann Memorial donations, and a \$500 donation from the Sennott family. A plaque for the Sennott family has been ordered. It was noted that the donation from Kailas Rao has not yet been used. Olson explained that purchases from memorial funds are often determined by the donors. The Scholastic Book Fair money was deposited and a check was written to Scholastic. The balance of funds from the book sales is available for Summer Reading Program expenses. Board requested that documentation for the Summer Reading Program dollars be presented in the future. The Dhein and Hampel Memorial CDs were renewed for six months. Three bricks have been ordered for the patio. The Village maintenance crew moved the bench off of the patio per request from Vosen. She stated that it was done within a few days of the request. Vosen noted that there are only ten empty plaques on the donation wall and suggested more be ordered to stimulate donor interest.

MOTION: (Seiser, Ho) Vosen will research cost of ordering eighteen plaques to complete another row. If cost is reasonable, she will place an order. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Ho): Approve the schedule of operating vouchers and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Kaminski, n/p; Trustee Ho, aye, Trustee Musbach, aye; Trustee Butschli, aye; Trustee Seiser, aye.

BUDGET PRINTOUT. The budget printout was reviewed. It was noted that the School Board representative is not paid per state mandate. Utilities are below estimates at this time.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

COUNTY. Vosen/Olson: A meeting is scheduled for August. Washington County library directors will meet in July. The County may recommend a 2.5% reduction in funding.

SYSTEM. All library systems are expected to have budgets reduced by 10%. The actual impact on libraries is undetermined. Mid-Wisconsin Federated Library System currently provides 5-day-a-week van deliveries; funds for Summer Reading Programs, continuing education, and WLA memberships for staff members; collection development; and printing. The System office also houses the automation system.

PRESIDENT'S REPORT. Nelson : no report

DIRECTOR'S REPORT. Olson : Summer Reading Program participation is up from last year. 400 people attended the first Thursday program; over 640 children have signed up to participate. The *ExpressNews* and *GermantownNOW* are printing library activities for the first time in several years. The State legislature has eliminated the Act 43 Maintenance of Effort mandate, meaning libraries can no longer depend on municipalities for minimum funding equal to the average of the last three years of funding. Budget allocations for library operations could go down significantly and could fluctuate from year to year. GCL will be affected from three fronts: County, System and Village.

Discussion: Musbach - Can library patrons be recruited to speak out in support of maintaining current funding in order to provide expected levels of service. Olson/Vosen: The Library Board can organize and distribute information promoting public involvement. Musbach suggested an educational process be developed, describing in stages the cause and effect of loss of MOE to library patrons via flyers. Concerned patrons should be encouraged to contact their trustees and attend Village Board meetings. Olson stated that the full impact has not yet been determined.

Olson asked if anyone on the Board knew someone who might be able to provide contract tech support for the 30+ library PCs. Staff has a limited amount of time to do any more than the basic maintenance. Several Board members offered to make inquiries.

UNFINISHED BUSINESS

SHARE Update: Information

Olson reported that she will be submitting a change for the GCL Circulation Policy, increasing the number of patron material renewals from one renewal to two. This is a system-wide change.

Cleaning Contract and Cleaning Issues

The current contract extends through 2015 and can be terminated only for non-performance. The cleaner has the opportunity to correct deficiencies once they are identified. Seiser suggested that library staff document issues by filling out the checklist of expected tasks accompanying the contract. Any complaints must go through the Village as this is a Village contract. Nelson will ask Kaminski to discuss procedure with Village President Wolter. MOTION (Ho, Vosen) Table the discussion and include in the July agenda. Motion carried (6-0).

NEW BUSINESS

Legislative Update/Preliminary FY2012 Budget Scenarios

With the elimination of Maintenance of Effort and a modified Act 43, libraries statewide face the possibility of significant cuts in budget allocations. Though staff will be contributing 5.8% of their salaries toward State retirement, start date undetermined, the library employee share that the Village will no longer be contributing may not necessarily come back to the library. Implications include possible cuts in Village funding for library operations.

Discussion: What steps can GCL take to offset consequences of budget reduction? Fines and Fees increases and community room rental fees will not add significantly to revenue. The Board discussed the feasibility and effect of reducing hours or closing one day a week.

Ho: What solution is the least offensive to patrons--fewer hours, materials, services?

Olson: Fewer hours will not have a significant impact on utility costs, maybe only as much as 3%. Reducing staff means reducing service and poses the consequence of never getting staffing numbers increased at a later time. Spending less on materials and equipment again means a reduction in service to the public.

Board will wait to see final changes in Act 43 and how the State budget changes affect the Village budget before determining steps necessary to continue providing maximum library services. Olson noted that budget packets could be distributed to department heads within the next month. Before coming to the Library Board, the draft budget goes to the Budget Committee—President, Vice President and Treasurer.

MOTION (Nelson, Vosen) Adjourn to Closed Session per WI. SS 1985 (1)(C) – Considering performance evaluation data of library employees – annual evaluation of Library Director. Motion carried (5-0), Trustee Ho having left prior to vote.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, July 27, 2011, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 8:05 p.m.

Janine L. Moffitt
Administrative Assistant