

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 27, 2011

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, July 27, 2011. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Terri Kaminski, Claudia Butschli, Ronald Seiser. **Members absent:** Danny Ho (ex.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Kaminski, Butschli): Approve the agenda as published. Motion carried (6-0). MOTION (Kaminski, Seiser): Approve the minutes of the June 22, 2011, meeting as printed. Motion carried (6-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 15, 2011: Hampel Memorial Account - \$2,066.96; Dhein Memorial Account - \$3,023.28; GCL/Rao Account - \$6,957.46; Board Savings Account - \$7,869.31; Board Checking Account - \$961.23; DML Building Fund - \$97,396.76. MOTION (Seiser, Butschli): Accept the Treasurer's Report. Motion carried (6-0).

Discussion: Memorial bricks for the front patio were received and approved. Payment of \$91.74 was sent to the vendor. Vosen researched a provider for the \$500 donor recognition wall plaques and the previous supplier is no longer available. Nelson will explore other sources.

ACCOUNTS PAYABLE. MOTION (Musbach, Kaminski): 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, aye; Trustee Ho, np, Trustee Musbach, aye; Trustee Butschli, aye; Trustee Seiser, aye.

BUDGET PRINTOUT. The budget printout was reviewed.

Discussion: Seiser asked if the dollar amount in the salary line was accurate. Olson stated that it was. Kim Rath, Village Financial Officer, opened a new higher interest bank account at First Bank for deposit of the last County Capital Fund check. The original account remains open. Vosen questioned having two separate accounts at different banks and verified that the GCL Board will receive reports for both accounts. The Board recommended that Olson discuss with Rath moving all funds to the new account if the interest rate is appreciably more.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Kaminski. The Village will hire to fill the Building & Maintenance position vacated by Larry Heft. Olson stated she had not received any budget instructions from the Village.

COUNTY. Vosen/Olson: There will be a County Library Services Board meeting in August. Olson reported that the Washington County library directors met with the County clerk to discuss the 2012 county contract. It was decided that libraries will receive a 0% increase but no reductions. Other county departments have been asked to take a 2.5% reduction. There are unexpended funds that will be dispersed in the 2012 circulation distribution. The amounts for the 2012 Act 420 distribution seem to indicate dispersals might be leveling off.

SYSTEM. Olson: The System budget will receive a 10% decrease for 2012. MidWisconsin is in good fiscal condition and does not expect services to be impacted.

PRESIDENT'S REPORT. Nelson: Results of the June 22, 2011 closed session performance evaluation were discussed with Olson. Olson and Nelson attended "Facing the Challenge", a seminar for library directors and board members.

DIRECTOR'S REPORT. Olson: Topics were discussed in the County and System reports.

UNFINISHED BUSINESS

SHARE: no report

Cleaning Contract and Cleaning Issues: Olson and Kaminski met with Village Head of DPW Dan Ludwig and Jay Olszewski, who is overseeing buildings and grounds maintenance. Olszewski will meet with the cleaner to discuss issues. The library is not cleaned between Friday and Monday evening. Colleen will come in Monday morning to clean public restrooms and empty trash containers. GCL will document problem areas. Nelson questioned contract wording "as needed" as it does not clearly define tasks.

Legislative Update FY2012 Budget Scenarios: Village budget calendar was reviewed. GCL will submit 2012 budget after August deadline due to the GCL Board meeting schedule. Olson suggested a 0 increase budget. Effects of staff contributions to state retirement (5.8% beginning Aug 2011; 5.9% 2012) on Village budget are undetermined. Olson will schedule a GCL Budget Committee meeting with the GCL Board President and Treasurer after elections (New Business). Olson emphasized the need to take into account that library users have increased and statistics continue to go up. The Board discussed the inclusion of the addition of the Library second floor in the 20-year Village capital budget.

NEW BUSINESS

County Budget Outlook: discussed in the County report.

Circulation Policy-Update number of renewals: The SHARE renewal policy was changed at the last SHARE meeting to increase the number of material renewals from one to two. MOTION (Vosen, Musbach) Accept the change to the Germantown Library renewal policy at the second reading, after corrections, allowing patrons two renewals if there are no holds on the material. Motion carried (6-0) The change does not affect Interlibrary Loans.

Election of Officers : President, Vice-President, Treasurer

Nominated:

President: Joyce Nelson

Vice-President: Kim Musbach

Treasurer: Darlene Vosen

MOTION (Seiser, Kaminski) Approve officers as nominated. Motion carried (6-0)

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, August 24, 2011, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:10 p.m.

Janine L. Moffitt
Administrative Assistant