

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, October 22, 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.*

- II. **ROLL CALL:**
Present: Library Board President Joyce Nelson, Library Board Member Darlene Vosen, Member Jolletta Kerpan, Trustee Jolene Pieper, School District Representative Katie Kohel
Absent:
Excused: Library Board Member Charlene Brady, Library Board Member Sarah Larson
Also Present: Library Director Trisha Smith (virtual), Assistant Library Director Connie Lloyd

- III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jolletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Jolletta Kerpan, Jolene Pieper, Katie Kohel
No: None
Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

- IV. **MEETING MINUTES:**

A. September 24, 2025 Meeting Minutes - DRAFT
Motion: Approve as presented
Motioned By: Jolene Pieper
Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Jolletta Kerpan, Jolene Pieper, Katie Kohel
No: None
Abstain: None

Motion Passed (Yes 5, 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

Vosen reviewed the submitted monthly Treasurer's Report and reported CD #3 had been closed. The interest was added to 'Books & Materials' while the \$15,000 balance will be used to pay for pre-approved library expenses.

Motion: Approve as presented

Motioned By: Joyce Nelson

Seconded By: Jolene Pieper

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

Vosen also reported that CD #4 matures on 10/27/25 and CD #5 on 10/31/25. The renewal interest rate is currently 4.15% for 9, 13, and 19-month options. Vosen mentioned in the past that it has been the direction of the Library Board to stagger the maturity dates. Following that previous direction, she will renew one CD at 13 months and the other at 19 months. The Library Board was supportive of continuing this strategy and there was no preference regarding which CD should be renewed at which length. Vosen recommended the 'Library Expansion' designed funds of \$2,323.34 within the Building Fund be rolled into CD #5 when renewed. The Library Board supported this recommendation.

B. Accounts Payable

Smith reviewed the submitted monthly Accounts Payable.

Motion: Approve as presented

Motioned By: Darlene Vosen

Seconded By: Jolene Pieper

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Budget Reports

Smith reviewed the submitted monthly library budget reports.

VII. REPORTS (Discussion Unless Otherwise Noted):

A. Correspondence

Nelson reported there was no correspondence sent out this past month.

B. Village Reports

Pieper provided an update on the status of the Village budget process.

C. County Reports

Smith reported she had submitted the Library County Tax Exemption request paperwork with the County Clerk's office.

D. System Reports

Smith reported the Monarch Library Directors Council meeting was held at the Germantown Community Library on Thursday, October 9.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

VIII. UNFINISHED BUSINESS:

A. 2026 Library Budget (Action)

Smith indicated there was a change by the Village Board to the proposed 2026 library budget. Due to increased State of Wisconsin Transportation Aide revenues for the Village, \$6,000 that was originally cut from the 2026 library budget was added back. This budget will be presented at the Village Board public hearing on November 17.

Motion: Approve as presented

Motioned By: Jolene Pieper

Seconded By: Darlene Vosen

On roll call vote:

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

IX. NEW BUSINESS:

A. 2026 Library Calendar (Action)

Smith and Lloyd reviewed the submitted 2026 Library Calendar.

Motion: Approve as presented

Motioned By: Jolene Pieper

Seconded By: Katie Kohel

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

B. Circulation Policy Update (Action)

Smith and Lloyd reviewed the proposed Circulation Policy updates.

Motion: Approve as presented

Motioned By: Jolene Pieper

Seconded By: Joletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

C. Computer/Internet Use Policy Update (Action)

Smith and Lloyd reviewed the proposed Computer/Internet Use Policy updates.

Motion: Approve as presented

Motioned By: Jolene Pieper

Seconded By: Darlene Vosen

Yes: Joyce Nelson, Darlene Vosen, Joletta Kerpan, Jolene Pieper, Katie Kohel

No: None

Abstain: None

Motion Passed (Yes 5, No 0, Abstained 0)

X. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, November 19 at 5:30 PM. This is the third Wednesday of the month instead of the

fourth due to the Thanksgiving holiday.

Nelson adjourned the meeting at 06:08 PM.