

MEETING:	GERMANTOWN COMMUNITY OF THE LIBRARY BOARD
DATE AND TIME:	Wednesday, November 19, 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 05:32 PM.

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

III. **APPROVAL OF AGENDA:**
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Charlene Brady

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Sarah Larson, Katie Kohel
No: None
Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

IV. **MEETING MINUTES:**

 A. October 22, 2025, Meeting Minutes (Action)
Motion: Approve as presented
Motioned By: Darlene Vosen
Seconded By: Jolletta Kerpan

Yes: Joyce Nelson, Darlene Vosen, Charlene Brady, Jolletta Kerpan, Sarah Larson, Katie Kohel

No: None
Abstain: None

Motion Passed (Yes 6, 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, Katie Kohel

No: None
Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

B. Accounts Payable
Motion: Approve as presented
Motioned By: Sarah Larson
Seconded By: Katie Kohel

On roll call vote:

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

No: None
Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

C. Budget Reports
Smith reviewed the submitted budget reports. It was noted that 'Utilities' will run over budget for 2025 due to the increase in utility costs. The 2026 budget for utilities includes an increase to account for this change.

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

A. Correspondence

Nelson sent thank-you letters to the following donors:

- D&K Food Germantown, LLC (Jersey Mike's Library Fundraiser Night) - \$686.22 (Patio)
- Old North State Trust, LLC (Grand Appliance for Teen Zombie Run) - \$150.00 (Undesignated)
- Paul Schmidt (new puzzle table) - \$1,000.00 (Materials)
- Dawn Trebatoski (memorial for father Bill Stueckroth) - \$100 (Materials)

B. Village Reports

Smith reported the Village Government and Finance committee deferred the vote for the proposed 3.5% Village employee merit increase until December. The Village Board did approve the proposed 2026 Village budget. No changes were made to the library portion of the proposed budget. Additional village updates are covered in the Director's Report.

C. County Reports

Smith reviewed Washington County news that was presented in the Director's Report.

D. System Reports

Smith reviewed Monarch System news that was presented in the Director's Report.

E. President's Report

Nelson recognized Library Board member, Kerpan, and the library for their efforts on the Germantown Christmas Parade and Festival.

F. Director's Report

Smith reviewed highlights from her submitted Director's Report.

VIII. UNFINISHED BUSINESS:

A. 2026 Library Budget (Possible Action)

The Village Board approved the proposed 2026 annual village budget. No changes were made to the library portion. Therefore, no further action is needed by the Library Board.

IX. NEW BUSINESS:

X. CLOSED SESSION:

Motion: Enter into Closed Session to discuss items A. & B. as presented

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

On roll call vote:

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

Nelson called the meeting into closed session at 5:58 PM to discuss items A. & B.

A. Library Director Annual Performance Review (Action)

B. Approval of Wage Increase for Library Director (Action)

C. Reconvene into Open Session with Possible Action (Action)

Motion: Reconvene to open session for action on items A. & B. as presented

Motioned By: Joletta Kerpan

Seconded By: Sarah Larson

On roll call vote:

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

Nelson reconvened the meeting into open session at 6:32 PM to vote on the Library Director's Annual Performance Review and Merit Increase.

Motion: Approve the submitted Director's Annual Performance Review

Motioned By: Darlene Vosen

Seconded By: Joletta Kerpan

On roll call vote:

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

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

Voting for Item B (Approval of Wage Increase for Library Director) was deferred to the December 17 Library Board meeting when all staff annual merit increases will be

reviewed.

XI. ADJOURNMENT:

Nelson announced the next Library Board meeting will be held on Wednesday, December 17, 2025, at 5:30 PM.

Nelson adjourned the meeting at 06:34 PM.