

<b>MEETING:</b>	<b>GERMANTOWN COMMUNITY OF THE LIBRARY BOARD</b>
<b>DATE AND TIME:</b>	<b>Wednesday, December 17, 2025 5:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Community Library N112W16957 Mequon Road</b>

**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 05:30 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 (arrived at 5:42 PM), School District Representative 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:** Charlene Brady  
**Seconded By:** Darlene Vosen  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel  
**No:** None  
**Abstain:** Jolene Pieper (was not present for the vote)  
  
**Motion Passed (Yes 6, No 0, Abstained 1)**
  
- IV. **MEETING MINUTES:**  
  
A. November 19, 2025 Meeting Minutes - DRAFT  
**Motion:** Approve as presented  
**Motioned By:** Sarah Larson  
**Seconded By:** Joletta Kerpan  
  
**Yes:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Sarah Larson, Katie Kohel

**No:** None

**Abstain:** Jolene Pieper (was not present for the vote)

**Motion Passed (Yes 6, No 0, Abstained 1)**

- 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 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:** Jolene Pieper (was not present for the vote)

**Motion Passed (Yes 6, No 0, Abstained 1)**

B. Accounts Payable

Smith reviewed the submitted Accounts Payable report.

**Motion:** Approve as presented

**Motioned By:** Sarah Larson

**Seconded By:** Joyce Nelson

**On roll call vote:**

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

**No:** None

**Abstain:** Jolene Pieper (was not present for the vote)

**Motion Passed (Yes 6, No 0, Abstained 1)**

C. Budget Reports

Smith reviewed the submitted Budget Reports.

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

A. Correspondence

Nelson noted there was no correspondence last month.

B. Village Reports

Nelson noted the Village Board approved the 3.5% Merit Increase pool for all Village employees, which includes the library staff.

C. County Reports

Refer to the Director's Report for updates.

D. System Reports

Refer to the Director's Report for updates.

E. President's Report

None.

F. Director's Report

Smith reviewed the submitted Director's Report and attachments.

**VIII. UNFINISHED BUSINESS:**

**IX. NEW BUSINESS:**

A. Job Description Updates (ACTION)

Lloyd provided a summary of the proposed job description updates.

The following changes were suggested by Brady:

- Modify the sentence structure for picking up the mail outside the library.
- Add back the word 'accuracy' in the cash handling sentence.
- Verify the consistency of weight to be lifted between 40 and 50 pounds.

**Motion:** Approve items IX. A. 1-14 with suggested changes

**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)**

1. Page I
2. Page II
3. Library Specialist
4. Technical Services Specialist
5. Adult Services Specialist
6. Youth Services Specialist
7. Community Services Specialist
8. Library Intern
9. Library Aide
10. Circulation Manager
11. Adult Services Manager
12. Youth Service Manager
13. Assistant Director
14. Library Director

B. Review 2026 Library Director Goals (DISCUSSION)  
Smith reviewed the submitted 2026 goal documents.

**X. CLOSED SESSION:**

Since no public was present, it was decided not to enter closed session for item X. A.

A. Approval of 2026 Merit Increases for Library Staff

**Motion:** Approve as presented

**Motioned By:** Jolene Pieper

**Seconded By:** Darlene Vosen

**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. Reconvene into Open Session with Possible Action

**XI. ADJOURNMENT:**

Nelson announced the next Library Board meeting will be held on Wednesday, January 28, 2026.

Nelson adjourned the meeting at 06:23 PM.