

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 26, 2014

GCL Large Study 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, March 26, 2014. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Shane Daniels, Ronald Seiser, Brenda O'Brien (arrived after 6:00 p.m.). **Members absent:** Kim Musbach (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Brady, Vosen): Approve the agenda as published. Motion carried (5-0). MOTION (Seiser, Brady): Approve the minutes of the February 26, 2014, meeting as printed. Motion carried (5-0). There was no public input. Germantown Village Board Trustee candidate Dennis Myers was present to observe.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 26, 2014: Hampel Memorial Account - \$2,078.47; Dhein Memorial Account - \$3, 039.21; GCL/Rao Account - \$6,975.51; Board Savings Account - \$5,979.53; Board Checking Account - \$783.11; DML Building Fund - \$109,910.47. MOTION (Seiser, Nelson): Accept the Treasurer's Report. Motion carried (6-0).

Discussion: Vosen now has online access for all accounts. Printed statements will be maintained for auditing purposes. Olson will review the statements when they are received in the mail. Because access allows users to actively alter the accounts, Vosen will remain the sole user for security purposes. Nelson is a signor on non-digital activity.

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

Discussion: Utilities have not changed to any great extent. Seiser asked if there is a 'requested book' order process when a patron asks for a book that is not in the system. Olson explained that libraries exhaust all lending resources before considering a purchase unless the title proves to be an important addition to a collection.

BUDGET PRINTOUT. The budget printout was reviewed. Village contributions to the GCL budget have not increased for the past several years.

A printout of the County Capital Fund was reviewed. Olson has asked the Village FO to provide a copy of this each month. Funds are currently in an Ameritrade Account.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

COUNTY. Vosen: Next meeting in May.

SYSTEM. The Statement Concerning Public Library Effectiveness per CH43.58(6)(c) has been signed by President Nelson and returned to the System Board. Waukesha County sent GCL a check for their share of the Act 420 reimbursements.

PRESIDENT'S REPORT. Nelson: The last Memorial Brick winner has submitted an order. Nelson noted that her term on the GCL Board will expire this year.

DIRECTOR'S REPORT. Olson: The staff member who has been out on medical leave will be returning soon. Patron reaction to the Focus on Energy lighting project has been very positive.

UNFINISHED BUSINESS

SHARE Update: Information

Olson: Dissolution of SHARE was discussed at the February System Directors' Meeting. As new MWFLS techs have investigated ongoing issues with the automation system, they discovered that the system has been altered by LS technicians to the point that SIRSI cannot provide support for some services and features included in the original design. The MWFLS Board made and approved a motion to dissolve SHARE and has notified LS. Copies of the letter of notification were presented to those present at the GCL Board meeting. MWFLS now has technicians in place that will be trained by SIRSI on a new automation package to be purchased for MWFLS libraries. Library staff will be trained by SIRSI personnel as well. The dissolution will alter the number of system libraries to 27 instead of 44, but patrons will still have access to materials through interlibrary loan services. Seiser stated that some statement of explanation should be published to inform patrons of the change. It is hoped the transition will be accomplished by the end of 2014. Nelson asked if system expenses will change for GCL. Olson said expense changes should be minimal or non-existent.

Continued Discussion of Goals

Nelson introduced the topic of space improvements for GCL. Current space is limited with no room to expand. Board members were asked to address the process of funding the second floor completion. Olson stated that the GCL Board must develop a program to present to the Village if it is decided to pursue the project. Brady suggested that a Space Needs Assessment should be performed before a program is developed, though costs would be incurred if an expert is consulted. Olson reminded the Board that fundraising would also require professional assistance to be effective. The GCL second floor is included in the Village 20-year capital expenditures, but Daniels stated that there are also many infrastructure costs in the plan which could affect Village ability to support the library. Though Germantown has several large companies/businesses, soliciting for corporate funding has not been successful in the past. Nelson and Olson will develop a summary of possible actions to take before the April 23, 2014 GCL Board meeting.

Distribution of non-lapsing FY2013 county revenue for budget amendment

Olson presented a plan for the distribution of \$60,400.00 of the total of \$81,746 in non-lapsing funds. She suggested the Board consider staff salary increases or bonuses be part of the remaining \$21,346.00.

Discussion: Funding for the Summer Reading Program was an added line for distribution. FofGCL provides several of the SRP programs, but funding for supplies has not increased over the past several years. Staff has received bonuses in the recent past, but this would be the sixth year with no actual salary increase. Vosen reminded the Board that County funds fluctuate and could affect available future dollars as increases are becoming less likely.

MOTION (Vosen) Accept the \$60,400.00 distribution as outlined by Olson and add a 2% salary increase (approximately \$10,498.00) and 1% bonus (approximately \$5,249.00) for all library staff.

AMENDMENT (Daniels, Nelson) Accept the \$60,400.00 distribution as outlined by Olson and include a 2% salary increase, but remove 1% bonus for separate consideration. Motion carried (5 aye – 1 nay)

Discussion: Daniels: If bonus is granted, should it include all staff or just full-time? Olson stated that part-time staff performs many of the same duties as full-time staff, and that the page positions normally held by high school students now include two college students who have stayed with GCL. Seiser added that staff turnover is negligible which avoids retraining and hours lost.

MOTION (Vosen, Brady): Distribution of remaining \$10,848.00 - Approve a 1% bonus for all staff, add \$4,000.00 to the Books-County allowance, and add \$1,599.00 to the SRP allowance. Motion carried (6-0).

NEW BUSINESS

No new business.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, April 23, 2014, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:32 p.m.

Janine L. Moffitt
Administrative Assistant