

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 23, 2014

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, April 23, 2014. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Charlene Brady. **Members absent** and excused: Shane Daniels, Ronald Seiser, and Brenda O'Brien. **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Vosen, Brady): Approve the agenda as published. Motion carried (4-0). MOTION (Brady, Nelson): Approve the minutes of the March 26, 2014, meeting as printed. Motion carried (4-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 23, 2014: Hampel Memorial Account - \$2,078.47 (matures 5/6/14); Dhein Memorial Account - \$3,039.21 (matures 5/21/14); GCL/Rao Account - \$6,975.93; Board Savings Account - \$5,979.89; Board Checking Account - \$858.11; DML Building Fund - \$110,029.35. MOTION (Brady, Nelson): Accept the Treasurer's Report. Motion carried (4-0). MOTION (Musbach, Nelson) Allow Treasurer Vosen to investigate First Bank's CD interest rates to compare with Guaranty Bank for Dhein and Hampel Memorial accounts and choose appropriate action. (Motion carried (4-0)).

Discussion: The Bricks awarded during the Holiday Celebration have been ordered. The cost will deplete the balance of the original \$200.00 brick deposit.

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

Discussion: Schedule of Vouchers – County and Village Part I: The amount for the line for Quality Books is blank. Olson will add the amount and submit the revised total for payment. She will also correct a misspelled word. Vosen requested that a corrected copy of the vouchers be included in the May Board packet.

BUDGET PRINTOUT. The budget printout was reviewed. Utilities seem high but that may reflect adjustments for the last billing cycle. Distribution of unexpended County dollars as determined at the March 23, 2014 GCL Board meeting has been entered into the appropriate lines, except for the general supplies and postage, which Olson will request be moved from the Village to the County.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

COUNTY. Vosen: The next meeting will be May 22, 2014.

SYSTEM. Olson: The System has approved the costs submitted by SIRSI/Dynix to accomplish the transition from SHARE. The move is expected to be completed by the end of 2014. Library directors were asked for input for the setup; and a demonstration of the System for directors should be scheduled for May 2014. Library staffs will be given small group, hands-on training. Lakeshores is purchasing one server from MWFLS, but remaining servers will be moved back to the MWFLS offices. Vosen pointed out that the County Library Services Board will begin budget deliberations soon, and it would be helpful if any increased costs resulting from the dissolution are presented in a timely fashion.

PRESIDENT'S REPORT. Nelson has been reappointed to the GCL Board of Trustees. She attended the first Holiday Parade committee meeting and will continue to be involved on a personal basis.

DIRECTOR'S REPORT. Olson: FofGCL have purchased five new computers as part of the regular rotation and to replace those computers that are still operating with Microsoft XP. GCL contributed some literature and pencils to be distributed to the Germantown Sears store re-Grand Opening April 26, 2014. Sears offered to accept book donations on behalf of GCL and will deliver them after the event.

UNFINISHED BUSINESS

SHARE: Reported in System report.

Continued discussion of goals:

Olson is in the process of getting prices for ordering 3-6 shelving units to ease current material crowding. Funds for the shelving will come from the GCL Building Fund. She is waiting on the estimate from the vendor. She is also waiting for a reply to the request for an estimate for the window shade. This vendor was recommended by the building architects and she would like their response before she investigates other companies. Olson will present the estimated costs for the shelving and shades at the May 28, 2014 GCL Board meeting.

The Board discussed beginning the process for a Building and Services Study. Olson will research information on new studies that have been performed and include updated uses of libraries such as technology, meeting space, study rooms, leisure space, and maker space as well as traditional considerations. She will try to get costs of services from Anders Dahlgren, who has recently performed such studies for other System libraries. Olson will begin including the statistics for online magazine subscriptions (Zinio) in the monthly report to help determine the impact on actual hard copy use and storage. Book circulation stats seem to reflect an upsurge in eBook (Wisconsin Digital Library) checkouts. The Germantown School District is still using meeting room space as a classroom on a daily basis at no charge to the district. The community meeting rooms are frequently reserved several times a day by outside organizations, during which times the students move into the main library.

NEW BUSINESS

No new business

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, May 28, 2014, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 6:55 p.m.

Janine L. Moffitt
Administrative Assistant