

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 23, 2011

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, February 23, 2011. **Members present:** Kim Musbach, Joyce Nelson, Darlene Vosen, Danny Ho, Terri Kaminski, Ronald Seiser. **Members absent:** Claudia Butschli (exc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Kaminski, Ho): Approve the agenda as published. Motion carried (6-0). MOTION (Vosen, Musbach): Approve the minutes of the January 26, 2011, meeting as printed. Motion carried (6-0). MOTION (Musbach, Vosen) Approve the minutes of the February 10, 2011 Special Meeting as printed. Motion carried (6-0). There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 31, 2011: Hampel Memorial Account - \$2,062.85; Rhein Memorial Account - \$3,017.15; GCL/Rao Account - \$6,951.00; Board Savings Account - \$7,862.01; Board Checking Account - \$1,240.96; DML Building Fund - \$93,272.26. MOTION (Musbach, Kaminski): Accept the Treasurer's Report. Motion carried (6-0).

Discussion: Vosen reported that there are 2 outstanding checks on the Board Checking account: Payment to Scholastic Books and for Volunteer Christmas gifts (approved January 26, 2011.) Seiser reported that he and Vosen had reviewed the Treasurer's books (per GCL Board by-laws) and everything is in order. Seiser commended the board on having such a good accounting system in place. Nelson reminded the Board that Vosen is the acting treasurer until vacancy is filled.

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

BUDGET PRINTOUT. The budget printout was reviewed. Nelson noted that utilities have increased.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. No report.

COUNTY. Vosen: No report

SYSTEM. No report.

PRESIDENT'S REPORT. Nelson: Received a copy of the Director Appraisal form from the Village Administrator as requested after Special Meeting February 10, 2011.

DIRECTOR'S REPORT. Olson: Presented printouts of news articles regarding the state's decision to return a grant that would have provided broadband service to libraries and schools. Olson also reported that libraries are one of the few providers of tax forms, which were very late in coming to libraries this year. Tax packets were not mailed to taxpayers this year who were depending on libraries to provide the forms. Many libraries no longer participate in this service. Olson presented a copy of instructions (provided by the Village Engineer) describing steps that have been recommended by the DNR to eradicate an invasive crayfish species from the library retention pond. Village crews would be responsible for laying pipes and filling the pond, which could affect the drainage and water runoff for the library basement and parking lot. Kaminski stated that the Village has applied for a grant to pay for the process.

UNFINISHED BUSINESS

SHARE: No report.

MOTION: (Kaminski, Ho) Change the order of the agenda to discuss item C: Statement of System Effectiveness before item B: Public Library Standards – 5th Edition: Further questions/discussion. Motion carried (6-0).

STATEMENT OF SYSTEM EFFECTIVENESS: ACTION

MOTION: (Vosen, Ho) Accept statement and submit as written. Motion carried (6-0).

PUBLIC LIBRARY STANDARDS-5TH EDITION: FURTHER QUESTIONS/DISCUSSION

Trustee Ho will scan and email the Library Director Appraisal form to Board members who will complete the form and return it to President Nelson. Nelson will consolidate results for review and approval at the March, 2011 GCL Board meeting.

Discussion: Seiser asked for explanation of formula used to determine service versus municipal population. The Board determined that the municipal population would be the more effective number to use for the Public Library Standards survey.

Nelson: What level of service should GCL provide based on the survey scale (basic to exceptional)?

GCL meets or exceeds the recommended basic standards on all services. To set goals for the future, it must be determined where dollars should be spent to achieve the most effective service.

Goal 1: Determine how to make more funds available to grow the collection.

Olson and Vosen will create a flow chart to compare County and Village dollar contributions over the past 5-7 years.

Kaminski will investigate the maintenance budget (how it is determined; where does any excess go) and the cleaning contract (is there a more effective way to utilize the library portion).

Are current materials adequate? How does GCL compare to other libraries?

Kaminski will prepare a chart of various library collections for comparison and discussion. Olson will prepare a report breaking down the number of circs per type of material at GCL. Discussion will be continued at the March 23, 2011 GCL Board Meeting.

NEW BUSINESS

No new business.

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, March 23, 2011, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:35 p.m.

Janine L. Moffitt
Administrative Assistant