

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 24, 2011

GCL Meeting Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:04 p.m. on Wednesday, August 24, 2011. **Members present:**, Joyce Nelson, Darlene Vosen, Claudia Butschli, Ronald Seiser. **Members absent:** Danny Ho (exc.), Terri Kaminski (exc.), Kim Musbach (unexc.) **Also present:** Library Director Roberta Olson. Proper notification of the meeting had been given. MOTION (Vosen, Seiser): Approve the agenda as published. Motion carried (4-0). MOTION (Vosen, Butschli): Approve the minutes of the July 27, 2011, meeting as printed. Motion carried (4-0). MOTION (Vosen, Seiser) Approve the minutes of the August 10, 2011 Special Budget Committee meeting. Motion carried (4-0) There was no public input.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 24, 2011: Hampel Memorial Account - \$2,066.96; Rhein Memorial Account - \$3,023.28; GCL/Rao Account - \$6,958.29; Board Savings Account - \$7,870.25; Board Checking Account - \$961.23; DML Building Fund - \$97,434.06. MOTION (Nelson, Butschli): Accept the Treasurer's Report. Motion carried (4-0).

Discussion: Vosen explained the history behind the Penny Jar donations. Currently, funds are designated for artwork for the library. Olson suggested that the Board might want to reconsider as artwork is being provided through the Friends annual art contest. Vosen will transfer funds from the GCL checking account to the savings account, maintaining a checking balance of less than \$500 (based on bank required minimum balance).

MOTION (Nelson, Seiser) Approve payment of invoices for books ordered through the Marjorie Sachsenmeier Memorial Fund. Motion carried (4-0).

ACCOUNTS PAYABLE. MOTION (Butschli, Vosen): 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, n/p; Trustee Ho, n/p, Trustee Musbach, n/p; Trustee Butschli, aye; Trustee Seiser, aye.

Discussion: Olson pointed out that there were fewer bills listed to be paid this month.

BUDGET PRINTOUT. The budget printout was reviewed.

REPORTS

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Olson reported that the position vacated by Building and Maintenance Supervisor Larry Heft has been redefined, renamed and divided into two positions. Parks, Grounds, and Buildings will be managed by Scott Anderson, foreman; and Roads will managed by Jay Olszewski. The Village Finance Director was notified that the GCL FY2011 budget proposal will be presented after approval by the GCL Board on August 24, 2011.

COUNTY. Vosen : The County is making no change in library tax levy for the upcoming year. County Clerk Brenda Jaszewski is investigating the circulation numbers recorded for Germantown Town residents. The total seemed higher than usual, and she will verify that addresses correlate to Town boundaries. The County Library Systems Board is still educating the public on the effects of Act 420. The formula for circulation distribution in relation to library circulation was reviewed.

SYSTEM. Olson reported that the FY2011 budget will be discussed with the Village Administrator and Finance Director next week. There will be a new Online Public Access interface beginning Fall 2011. Olson stated that it seems to be more user-friendly.

PRESIDENT'S REPORT. Nelson presented a sample of the plaques for the donor wall. Approximately 20 will be made for future use.

DIRECTOR'S REPORT. Olson reminded Board members that the annual System Trustee Dinner invitations are in the packets. She will send in reservations for those Board members who wish to attend. Summer Reading Program had a huge turnout and was very successful.

UNFINISHED BUSINESS

SHARE Update: Information: presented under County/System

Cleaning Contract and Cleaning Issues: Olson reported that a list of concerns was sent to Jay Olszewski to be reviewed. Many of those concerns are not on the cleaning contract task list. Olszewski visited the library to observe and discuss the cleaning issues with Director Olson. Olson will continue to document problems for DPW who will then attend to them. The Village has been very cooperative in trying to find a solution, but the Board recommends that GCL continue stressing the need for improvement. Issue will remain on the GCL meeting agenda for updates.

Legislative Update FY2012 Budget Scenarios : The next employee paycheck will be the first one to reflect the new employee retirement deductions.

Circulation Policy Update: Second Reading: MOTION (Vosen, Butschli) Approve the Circulation Policy Update after correction [pg. 4: delete 'an item may be renewed only once']. Motion carried (4-0)

County Budget Update: Reviewed under County Report

NEW BUSINESS

FY2012 Budget: Discussion and Approval to forward to Finance Office

Olson presented FY2012 Budget proposal. There will still be adjustments made to revenues when final 2011 County funds are dispersed. The legality of adjustments to FY2011 Salary and Wages line items by the Village Finance Director may need to be reviewed. Olson will research with MWFLS director.

Legislative changes to Chapter 43 Maintenance of Effort provisions did not affect County MOE requirements. Possible effects of new legislation were discussed. Health Insurance premiums for public employees will increase, but Germantown is self-insured and the effect is undetermined. There is a discrepancy between the amount contributed for health insurance by represented and non-represented employees. Seiser asked if cleaning should be entered as its own line item instead of under general maintenance. The FY2012 budget proposal is less than FY2011, but meets the needs of GCL. MOTION (Seiser, Vosen) Approve the FY2012 budget proposal to present to the Village Finance Committee. Motion carried (4-0).

Nelson: include in next month's agenda – how to celebrate GCL 10th anniversary next year

ANNOUNCEMENTS AND ADJOURNMENT

The next regular meeting of the Library Board will be Wednesday, September 28, 2011, in the Germantown Community Library meeting room. Nelson declared the meeting adjourned at 7:15 p.m.

Janine L. Moffitt
Administrative Assistant