

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 22, 2020

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, January 22, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Brenda O'Brien, Dennis Myers. **Members absent:** Charlene Brady, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Myers): Approve the agenda as printed. Motion carried (6-0).

MOTION (Vosen, Myers): Approve the minutes of the December 18, 2019 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 22, 2020: Board Checking Account - \$2,877.67; Board Savings Account - \$5,051.68; GCL Building Fund - \$17,360.34 [Penny Jug - \$1,753.65] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. Vosen reported that "First Bank Financial Centre" has changed their name to "Bank Five Nine". This will be reflected on the next Treasurer Report.

MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. **MOTION (Nelson, Myers):** Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Also approve the Library Board Funding transactions and forward them to Vosen for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Myers, aye; Trustee O'Brien, aye.

BUDGET PRINTOUT. The December 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed. The final year-end/December reports will be available next month. Submitted reports are attached.

REPORTS

CORRESPONDENCE. Nelson. Nelson sent thank you cards to David & Barbara Pueringer and Mary Kugel for their donations.

VILLAGE. Myers. Provided an update of reports that were presented at the Village Board meeting regarding proposed capital improvements to the DPW (\$23 million) and Police Department (\$9 million) buildings. The Village Board requested more information and no decision was made at this time.

COUNTY. Vosen and Smith. The Washington County Library Services Board met January 16, 2020. The Library Directors have received over 1,500 responses to the Public Library Use Survey. The survey deadline is February 22. Washington County Directors have presented their findings so far at the Mid-Moraine Legislative Committee Meeting on January 8, at the Washington County Library Board Meeting on January 15 and at the Washington County Administrative Committee Meeting on January 15. They will present their final report to the Washington County Board Administrative Committee in May. Smith provided a copy of the Distribution of Funds Report for Washington County 2019 circulation.

SYSTEM. Nelson. The Monarch Library System Director's Council did not meet in January. Smith provided a copy of a letter from Jennifer Chamberlain to the Washington County Library Services Board highlighting areas the Monarch System supports the libraries. The state and system are facilitating a partnership with Workforce Development. The goal is to have the Center at the library every other week to provide services to patrons. This will provide resources to patrons beyond the Workforce Development regular business hours and closer to the patrons.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. December statistics were provided. We had a 9.4% increase in overall circulation in December and 6.8% year-to-date. Programming statistics were provided. December programs decreased by 5% but attendance in all programs increased by 95%. The Friends of the Germantown Community Library Book & Basket Sale is finished. The 3rd Annual Winter Reading Program started January 6 and will run until February 22. Adult &

Youth programming brochures are out for January-April 2020. The new “Sensory Friendly Sundays” in partnership with the Autism Society of Southeastern Wisconsin will begin on February 9, 2020. Spring programming and upcoming special adult programming is outlined in the Director’s Report. It includes many partnerships with local businesses and organizations. Youth Services will begin a new Teen Program once a month in 2020. Performance reviews have been completed for all staff. Performance appraisal goals and objectives for 2020 are due the end of February. Smith outlined the upcoming meeting participation for herself and the supervisors for the system, county and community. Department updates are detailed in the report. Highlights include Adult Services hosted a Dementia Friendly training for the Village and library staff. Youth Services met with the Germantown School District regarding labeling of leveled readers. Summer program planning began including a partnership with the Germantown Park & Rec Department. Several staff members participated in a “Diffusing Difficult Situations” training provided by the Village. The new Local Artist Display is featuring pieces from Janette Zoromski during January and February. All departments are continuing efforts toward ongoing weeding of collections. Tech Services assumed the processing and cataloging of all Juvenile collections. Processing and cataloging procedures continue to be streamlined to allow Tech Services to continue to take on additional collections. Smith brought up ongoing feedback from patrons regarding the excessive noise in our library. Staff is looking for sound proofing options. Myers suggested talking with the Village and consider bringing in a consultant for design ideas.

UNFINISHED BUSINESS

ACT 420 PAYMENTS – Information was covered in the County Report.

NEW BUSINESS

SCHOOL-COMMUNITY PARTNERSHIP: LEVELING SYSTEMS – O’Brien provided background on the history of when and why leveling of books were developed in the school systems. It was intended as an instructional tool for teachers in the classroom. It was adopted by teachers in the Germantown School District. However, it expanded into the teacher’s classroom libraries and grew beyond the intended instructional aide purpose. The Germantown School District did not extend this labeling into the combined school libraries.

Parents frequently visit the Germantown Community Library requesting staff for specific reading level material that matches what is used or recommended in the classrooms. Therefore, to better serve our patrons our Youth Services Librarian met with the Germantown School District to discuss implementing a labeling system within our library. O’Brien recommended we do not implement labeling. They are in the process of changing how the leveling of books are used in the district schools. We agreed the Library and School District will continue to partner on this and how to help patrons.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 19, 2020, at the Germantown Community Library at 6:00 p.m.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library