

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

January 24, 2018

GCL Community 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, January 24, 2018. **Members present:** Joyce Nelson, Charlene Brady, Ron Seiser, Kim Musbach, Darlene Vosen, and Brenda O'Brien (late). **Members absent:** Dennis Myers (exc.) **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd, Village Administrator Steve Kreklow. Proper notification of the meeting had been given.

MOTION (Vosen, Musbach): Approve the agenda as published with the addition of the State Statute reference for the Closed Session agenda items. Motion carried (5-0).

MOTION (Vosen, Brady): Amend the minutes of the December 13, 2017 meeting as follows; on the last page reverse the order of the Motions. Motion carried (5-0).

MOTION (Vosen, Brady): Approve the minutes of the December 13, 2017 with the approved change. Motion carried (5-0).

PUBLIC INPUT: None.

### GUEST

CLOSED SESSION: Steve Kreklow, Village of Germantown Administrator. Compensation of library employees. Steve indicated the information he was going to share was not specific to any position or staff. Therefore, the Board decided not to go into closed session. General information regarding Village staff compensation, how Germantown compares with other municipalities, and performance evaluation updates were presented.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 24, 2018: Board Checking Account - \$2,918.03; Board Savings Account - \$5,121.32; DML Building Fund - \$37,090.82 [Penny Jug - \$1,426.23]; Building Fund CD Account #1- \$15,607.74; Building Fund CD Account #2- \$15,000.00; Building Fund CD Account #3- \$15,000.00; Building Fund CD Account #4- \$15,179.85; GCL/RAO Account - \$6,983.38; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. Rolled over Dhein CD for one year at 1%.

MOTION (Musbach, Nelson): Accept the Treasurer's Report as printed. Motion carried (6-0). There was discussion about the intended use of each fund. A summary will be provided at the next meeting.

ACCOUNTS PAYABLE. MOTION (Vosen, Seiser): Approve the schedule of operating vouchers listed on 'December Part 2' and 'January' and forward them to Village Hall for payment. ROLL CALL VOTE: President Nelson, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O'Brien, aye. MOTION (Vosen, Seiser): Approve funding of \$4760 out of the Temporary Investment Fund (100-110-3030) for funds needed for additional painting. Motion carried (6-0).

BUDGET PRINTOUT. The January 2018 report and the Village Capital Projects Fund General Ledger Trial Balance were reviewed. The December 2017 report was also reviewed and is not final. Year-end expenses are still being processed. Finalized report will be available at the next meeting.

### REPORTS

CORRESPONDENCE. None.

#### VILLAGE/COUNTY/SYSTEM.

VILLAGE. A new Deputy Clerk, Deanne Boldrey, has been hired.

COUNTY. Vosen. The next meeting is April 12, 2018. Another 'Read Local' flyer was reviewed. Received the report of the Washington County 4th Quarter Distribution of Funds and the Washington County Reserve Fund distribution. Checks will be received in January.

*SYSTEM.* Smith. Smith attended the Monarch Library Directors and the Monarch System Board meetings on January 11th. The system purchased a subscription to 'GALE' online training courses as an addition resource for Monarch System Library patrons. A promotional brochure was provided. A promotional banner and the courses have been added to the Monarch Library System Catalog.

PRESIDENT'S REPORT. None.

DIRECTOR'S REPORT. Smith. Annual Reports are due March 1, 2018. The Germantown Annual Report will be provided at the February meeting for review and approval. December statistics were provided. Circulation was higher than the same period last year for the 7<sup>th</sup> month in a row. The Winter/Spring programming has begun which includes new story times and reading programs. Weeding continues in the Children's collection. A new Juvenile Spanish collection has been added and Smith met with all of the Germantown High School Spanish classes to partner with their curriculum. All staff over 18 completed the Village 'AED & Stop the Bleeding' training. A new staff schedule was implemented. We will be hiring a Youth Services Assistant. The new wall in the Children's Reference Desk area was completed. Phase one of the three-year Village painting project of the Library will begin January 29 and is estimated to take 4-6 weeks. Phase one includes the front desk and Children's area. Database clean-up is complete for all Lost/Missing items, expired patrons over five years old, and fines/fees over five years old. Database clean-up will be ongoing for collection changes and clean-up.

### **UNFINISHED BUSINESS**

INTERCEPTION OF LIBRARY FINES AND FEES. Test run for patron bill generation for assumed lost items is completed. Staff is searching library one final time for materials. Bills will be mailed for those items not found.

YOUTH SERVICES ASSISTANT – Final Reading. MOTION (Vosen, Seiser): Accept the new 'Youth Services Assistant' position as printed. Motion carried (6-0).

### **NEW BUSINESS**

CIRCULATION MANAGER – 1st Reading. MOTION (Vosen, Seiser): Accept the new 'Circulation Manager' position as printed for the 2<sup>nd</sup> Reading. Motion carried (6-0).

2018 LIBRARY STAFF RAISES. MOTION (Vosen, Brady): Give all Germantown Community Library staff a 1.5% salary increase from the Germantown Village funding. Motion carried (6-0).

### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, February 28, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie J. Lloyd  
Administrative Assistant  
Germantown Community Library

### **ADJOURN TO CLOSED SESSION**

MOTION (Brady, Vosen): The Germantown Community Library Board was called to closed session by Nelson at 7:18 p.m. to discuss the 'Youth Services Assistant' position. ROLL CALL VOTE: President Nelson, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O'Brien, aye. Motion carried (6-0).

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:58 p.m. Motion carried (6-0).

MOTION (Seiser, Musbach): The Germantown Community Library Board authorizes the appointment of Germantown Community Library staff member Jill Neumann to the position of 'Youth Services Assistant' at the approved rate. ROLL CALL VOTE: President Nelson, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O'Brien, aye. Motion carried (6-0).

Meeting adjourned at 8:02 p.m.

Respectfully submitted,  
Patricia A. Smith  
Library Director  
Germantown Community Library