

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 28, 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, February 28, 2018. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Ron Seiser, Kim Musbach, Darlene Vosen. **Members absent:** Brenda O'Brien (unexc.) **Also present:** Library Director Trisha Smith and Admin Assistant Connie Lloyd. 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 (6-0).

MOTION (Brady, Seiser): Approve the minutes of the January 24, 2018 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 28, 2018: Board Checking Account - \$3,118.03; Board Savings Account - \$5,121.50; DML Building Fund - \$37,092.39 [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 - \$6,983.61; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. Rolled over Building Fund CD #2 for 13 months at 1.60%. **MOTION (Seiser, Musbach):** Accept the Treasurer's Report as printed. Motion carried (6-0). Seiser performed an annual audit of the Treasurer's records. Seiser has approved all of the Treasurer records. This does not include an audit of the 'Friends of the Library' accounts.

ACCOUNTS PAYABLE. **MOTION (Vosen, Brady):** Approve the schedule of operating vouchers and forward them to Village Hall for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye. Received Washington County 1st Quarter 2018 Reimbursement of \$57,448.00, Washington County 5% Reserve Fund Distribution of \$12,003.00, ACT 420 Fond du Lac County circulation reimbursement of \$91.07. Dodge County circulation reimbursement of \$1054.00. Waukesha County circulation reimbursement of \$498.00.

BUDGET PRINTOUT. The February 2018 report and the Village Capital Projects Fund General Ledger Trial Balance were reviewed. The December 2017 report was also reviewed. It is finalized. Smith noted the remaining library building mortgage will be paid off in 2021.

REPORTS

CORRESPONDENCE. Thank you letters for donations from the following: Kelly Johnson, \$100; Daniel and Brenda Wittrock, \$100 brick; Germantown East Mom's Club, coat rack in the Youth Services area.

VILLAGE/COUNTY/SYSTEM.

VILLAGE. The village will be hiring another Clerk. Interviews begin 2/28. The village is also looking for a new engineer.

COUNTY. Vosen. The next meeting is April 12, 2018.

SYSTEM. Smith. Smith attended the Monarch Library Directors and the Monarch System Board meetings on February 8th.

PRESIDENT'S REPORT. Nelson emailed the 'Friends of the Library' regarding accepting the winning artwork.

DIRECTOR'S REPORT. Smith. January statistics were provided. Circulation continues to be higher than the same period last year. The system is continuing to work on Gale course marketing. Net lending/borrowing within the system is in review. Option for changing the routing sequences between the libraries were discussed. Winter/Spring programming was reviewed, highlighting the Winter Reading Program, Germantown's first Memory Café, Abraham Lincoln visit, and participation in WI Reads. The Youth Services and A/V collections continue to be weeded. A new 'Spanish' collection and 'Graphic Novels' collection have been added. Interviews for the Youth Services Assistant position will be

completed by the end of February. Phase I of the interior building painting project is completed. Phase II and possibly Phase III will be completed in 2019. Germantown School District Art Show will be held during March. The carpeting in the front and back staff lobbies is being replaced with tiles. Smith met with the Outreach Coordinator and corrected the checkout of Outreach materials to Germantown residents to count as Germantown circulation.

UNFINISHED BUSINESS

INTERCEPTION OF LIBRARY FINES AND FEES. Lloyd provided an update on the billing notices paid and Lost items returned.

CIRCULATION MANAGER – 2nd Reading. MOTION (Vosen, Seiser): Accept the new ‘Circulation Manager’ position as printed for the Final Reading. Motion carried (6-0).

NEW BUSINESS

CIRCULATION POLICY – 1st Reading. Recommendations to remove the Menomonee Falls resident limitation, change the ‘Holds’ limit from 20 to 50, and change the wording of ‘fines and overdue fees’ to add ‘per item’ so it is not implied per patron. MOTION (Musbach, Seiser): Move to approve the noted changes for the 2nd Reading. Motion carried (5-1).

ALLOCATION OF 2017 WASHINGTON COUNTY CARRYOVER FUNDS. MOTION (Vosen, Seiser): Move to accept allocations of \$35,477.76 less \$1045.76 for a total of \$34,432.00 to the following accounts: \$1022.00 to 10-551-530-3150, \$12,412.00 to 10-551-530-3610, \$20,000 to 10-551-530-3645, \$1000.00 to 10-551-530-7710. Motion carried (6,0).

REVIEW OF LIBRARY BOARD ACCOUNTS. Defer to next meeting.

2017 ANNUAL REPORT. MOTION (Vosen, Nelson): Move approval of the 2017 Annual Report including the selection on the last page regarding System effectiveness of ‘Did provide effective leadership and adequately meet the needs of the library.’ Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, March 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 (Vosen, Myers): The Germantown Community Library Board was called to closed session by Nelson at 7:10 p.m. to discuss Agenda Item IX, ‘Compensation of library employees’. ROLL CALL VOTE: President Nelson, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye. Motion carried (6-0).

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:28 p.m. Motion carried (6-0).

MOTION (Musbach, Vosen): Motion to approve the discussion as included in closed session. Motion carried (6-0).

MOTION (Nelson, Seiser): The Germantown Community Library Board was called to closed session by Nelson at 7:31 p.m. to discuss Agenda Item X, 'Legal Investigation Review'. ROLL CALL VOTE: President Nelson, aye; Trustee Myers, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye. Motion carried (6-0).

MOTION (Nelson, Seiser): The Germantown Community Library Board was called to re-enter open session by Nelson at 7:53 p.m. Motion carried (6-0).

Meeting adjourned at 7:53 p.m.

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