

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 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, March 28, 2018. **Members present:** Joyce Nelson, Dennis Myers, Charlene Brady, Darlene Vosen. **Members absent:** Kim Musbach (exc.), Brenda O'Brien (exc.), Ron Seiser (exc.). **Also present:** Library Director Trisha Smith and Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Myers): Approve the agenda as published with the addition of the State Statute reference for the Closed Session agenda items. Motion carried (4-0).

MOTION (Brady, Myers): Approve the minutes of the February 28, 2018 as printed. Motion carried (4-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 28, 2018: Board Checking Account - \$3,118.03; Board Savings Account - \$5,121.65; DML Building Fund - \$37,141.04 [Penny Jug - \$1,473.46]; Building Fund CD Account #1- \$15,607.74; Building Fund CD Account #2- \$15,607.43; Building Fund CD Account #3- \$15,000.00; Building Fund CD Account #4- \$15,179.85; GCL/RAO Account - \$6,983.83; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. Recommend rolling over Building Fund CD #1 for 6 months when due on 4/5/18. **MOTION (Brady, Myers):** Accept the Treasurer's Report as printed. Motion carried (4-0).

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 Vosen, aye.

BUDGET PRINTOUT. The March 2018 report and the Village Capital Projects Fund General Ledger Trial Balance were reviewed.

REPORTS

CORRESPONDENCE.

VILLAGE/COUNTY/SYSTEM.

VILLAGE. Myers discussed the PLSR committee recommendations that will be coming in June 2018.

COUNTY. Vosen. The next meeting is April 12, 2018. The poster to promote the use of local libraries in Washington County has been modified.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting March 8th. Provided a copy of the handout from Amy Birtell. The holding route sequence has changed. Germantown has been moved from the middle of the sequence to the bottom. As a result, Germantown may not be loaning out as many items as in the past. It will be reevaluated every six months. The purchasing ratio for DVDs was changed from 5:1, 10:2, 20:3 with a maximum of 3 copies. The In-Demand collection will be focusing only on purchasing high demand DVDs.

PRESIDENT'S REPORT. Nelson. Nelson has been appointed to the Monarch Board. The term runs through December 2018. Monarch Library System 1st Annual Trustee Event will be April 19. Nelson, Myers, Brady, and Smith will attend.

DIRECTOR'S REPORT. Smith. February statistics were provided. Circulation continues to be higher than the same period last year. The total of January and February is 11% higher than the same period last year. Winter/Spring programming was reviewed, including a Hearing & Blood Pressure Screening, a Stuffed Animal Sleepover, WI Reads speaker, and Money Smart Week. A new part-time Youth Services Assistant has been hired. We had a quarterly staff meeting and focused on education of the staff on the library annual reports and circulation in public libraries. Smith is working with the Police Department to develop an Active Shooter training program. The Germantown School District Art Show and Germantown High School Rain Barrel programs are in progress within the library. Smith reviewed the draft Annual

Report that that summarizes the library statistics and programs. Smith will present this report at the April 16th Village Board Meeting.

UNFINISHED BUSINESS

INTERCEPTION OF LIBRARY FINES AND FEES. Lloyd provided an update on the billing notices paid and Lost items returned. Another update will be provided in six months.

CIRCULATION MANAGER – Final Reading. MOTION (Vosen, Myers): Accept the new ‘Circulation Manager’ position as printed. Motion carried (4-0).

CIRCULATION POLICY – 2nd Reading. Discussed increasing the book limit from 50 to 75. Discussed allowing Milwaukee County residents to get a library card and charging a fee for the card. The 2nd Reading will continue at the next meeting.

NEW BUSINESS

LETTER FROM HORICON PUBLIC LIBRARY BOARD. Letter was reviewed.

ADJOURN TO CLOSED SESSION

Due to a board member needing to leave early, there was not a quorum for action items. Closed session item is deferred until the April meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 25, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Connie J. Lloyd
Administrative Assistant
Germantown Community Library