

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 22, 2020

WebEx

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, April 22, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, Jolene Pieper, Christa Potratz. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Michelle Tucker, Village of Germantown Support Services Manager. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as printed. Motion carried (7-0).

MOTION (Vosen, Kerpan): Approve the minutes of the March 25, 2020 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 20, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,053.38; GCL Building Account - \$17,414.10 [Penny Jug - \$1,801.53] [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. MOTION (Nelson, Kerpan): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

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

BUDGET PRINTOUT. The monthly March 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Pieper. The new Village Trustee, Jolene Pieper, is now the Village representative on the Germantown Community Library Board replacing Trustee Myers.

COUNTY. Vosen and Smith. The Washington County Library Services Board scheduled for April 16, 2020 met remotely with a minimal agenda to primarily approve payment of bills and discuss the Washington County payments. The next meeting will be held in August 20, 2020.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board met April 9, 2020 online. The Monarch Library System Directors meet online every Friday. The meeting on Friday, April 17, 2020 dealt primarily with Curbside Pickup service and implementation of restrictions to limit contact between staff and patrons. The delivery systems for Monarch will resume two days a week effective April 24, 2020. The State of Wisconsin does not have a date to resume statewide delivery at this time.

Jennifer Chamberlain has accepted a new position as the WILS, Wisconsin Library Services, Director. Her last day with Monarch will be June 1, 2020.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. March statistics were provided. Due to the sudden closure of the library, circulation statistics reflected a -42.4% decrease in March and -8.8% year-to-date. Germantown did have a 16.2% increase in use of digital items checked out using Overdrive and RB Digital. All Germantown in-person programs through May 24, 2020 have been cancelled due to COVID-19. Staff are working with our performers to reschedule or provide other options. Virtual storytime is held through Facebook Live every Friday. We are seeing between 400-600 views. The Adult Services Librarian is communicating with Book Group members through an online group. Youth and Adult Services staff are working with the State of Wisconsin to implement an online summer reading program through BeanStack. Smith's report outlines the staffing changes that have occurred during this time. The Circulation staff provided phone support to patrons during the building closure. They also continue to process the book drop and pull holds, placed by patrons online, to be ready for pickup when we reopen or offer curbside pickup again. Technology Services continues to process and catalog new materials as they arrive to be prepared when we reopen. Staff also worked on several projects between patron phone calls. They include changing the magazine shelving to include new display containers that keep old and new issues together, clean/reorganize/relabel adult and youth music CDs, begin relabeling adult DVDs to a new consistent format, and continue the inventory project of all collections. DPW completed maintenance to the fire suppressant and heating/cooling valves in the ceiling.

UNFINISHED BUSINESS

COVID-19 UPDATE ON LIBRARY SERVICES – Smith provided her COVID-Response Plan based on the various orders to date which she included in her report. Including the most recent order, Order #28, which is effective through May 24, 2020 which added Curbside Pickup as a Minimum Basic Operation for libraries effective April 24, 2020. The Order outlines the conditions to offer Curbside Pickup. It requires pickup by appointment only. Smith plans to begin offering this service on April 24, 2020 based on the guidelines. She provided a detailed outline of operations for information purposes to the Board to assure them the library staff will be able to provide this service within the guidelines while keeping staff and patrons safe.

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NEW BUSINESS

DISCUSSION ON REOPENING OF LIBRARY – Deferred to next month.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, May 27, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library