

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

April 25, 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, April 25, 2018. **Members present:** Joyce Nelson, Charlene Brady, Kim Musbach (late), Ron Seiser, Daniel Wing, Darlene Vosen, **Members absent:** Brenda O'Brien (unexc.). **Also present:** Dennis Myers. Library Director Trisha Smith and Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

**MOTION (Brady, Vosen):** Approve the agenda with removal of 'New Business' items D-F. Motion carried (5-0).

**MOTION (Vosen, Brady):** Approve the minutes of the March 28, 2018 with corrections to the following: 2<sup>nd</sup> Motion to approve the agenda from Musbach to Myers; 2<sup>nd</sup> Motion to approve the minutes from Seiser to Myers; and remove from the President's Report the Monarch Board meeting date of April 12<sup>th</sup>. Motion carried (5-0).

**PUBLIC INPUT:** Dennis Myers thanked everyone for a positive experience working with the Library Board and wished the best for all going forward.

### FINANCIAL MATTERS

**TREASURER'S REPORT.** Balances as of April 25, 2018: Board Checking Account - \$5,268.03; Board Savings Account - \$5,121.83; DML Building Fund - \$37,142.62 [Penny Jug - \$1,473.46]; Building Fund CD Account #1- \$15,776.93; 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 - \$6,984.07; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. Vosen renewed Building Fund CD #1 at 1.79% for 13 months instead of the recommended 6 months due to significantly better interest rates. All Board members concurred with her decision. Donations of \$2,000 from Pagliaro and \$150 from State Farm were added to the checking account. Smith submitted two invoices for payment; \$786.88 to Children's World and \$908.49 to Lerner. **MOTION (Nelson, Seiser):** Accept the Treasurer's Report as printed. Motion carried (6-0).

**ACCOUNTS PAYABLE.** **MOTION (Vosen, Seiser):** Approve the schedule of operating vouchers and forward them to Village Hall for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Seiser; Trustee Wing, aye; Trustee Brady, aye; Trustee Vosen, aye; Trustee Musbach, aye.

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

### REPORTS

**CORRESPONDENCE.** Thank you letters were sent to Dan Pagliaro and State Farm Insurance Germantown office for donations.

#### VILLAGE/COUNTY/SYSTEM.

**VILLAGE.** Daniel Wing was elected the new District 2 Trustee and replaces Trustee Myers as the Library Board Representative. Smith provided a copy of Village President Kreklow's Administrator's Update newsletter. Smith presented the Library Annual Report at the Village Board Meeting on April 16<sup>th</sup>.

**COUNTY.** Vosen. The next meeting will be in August 2018. Vosen is now the Chairperson of the Washington County Library Services Board which she has been a member for 15 years. Vosen provided an overview of ACT 420 and the financial impact it has had on the County over the past 10 years since it was enacted. She also presented an updated 'Read Local' poster and bookmark. The Washington County Library Services Board approved the materials at the April 12 meeting for use within Washington County. Each library will have the discretion how to use the materials. Smith provided a map that highlights which communities are utilizing non-Washington County libraries and impacting the largest county tax funds sent to adjacent county libraries. Currently the biggest impact is the Village of Richfield, Village and Town of Jackson, and the Town of Erin. There was discussion regarding creative ways to serve these communities.

Washington County Distribution of Funds Report was presented. A final copy with updated average annual percentages will be distributed at the next meeting.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting April 12<sup>th</sup> where the PLSR Workgroup Reports were received and discussed. A summary was provided. The new Wisconsin Public Library Standards, 6<sup>th</sup> Edition, 2018 were published.

PRESIDENT'S REPORT. Nelson. Nelson, Brady, Myers and Smith attended the 1<sup>st</sup> Annual Monarch Library System Trustee Event on April 19<sup>th</sup>.

DIRECTOR'S REPORT. Smith. March statistics were provided. Summer program planning is complete. Smith reviewed upcoming programs for May and June. Beginning May 1 patrons have access to a new online resource called Pronunciator to learn over 80 languages. Smith is reviewing options for upgrading our material security system. Smith is working with the Police Department to develop an Active Shooter training program. WAPL will be held May 2-4 in Pewaukee. Smith and two staff members will attend. Lloyd shared an analysis of the multiple copies of new DVDs we purchased YTD to accommodate the new Monarch System 'Patron Hold' ratio requirements.

### **UNFINISHED BUSINESS**

CIRCULATION POLICY – 2<sup>nd</sup> Reading. MOTION (Vosen, Musbach): Change the Circulation Policy to allow Milwaukee County and Menomonee Falls residents to apply for a Germantown Community Library card without restrictions. Motion carried (6-0).

### **NEW BUSINESS**

APPROVAL OF UPDATED VILLAGE OF GERMANTOWN PURCHASING ORDER PROCESS. The new policy raises the Purchase Order limit from \$1,000 to \$2,500. MOTION (Vosen, Nelson): Accept the Village Purchasing Policy as printed. Motion carried (6-0).

APPROVAL OF FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY ART PURCHASE AWARD. MOTION (Nelson, Brady): Accept the Friends of the Germantown Library donation of the Art Contest winner, 'Daddy's Girls.' Motion carried (6-0).

REVIEW OF LIBRARY BOARD ACCOUNTS. – Reviewed guidelines for spending the principal for specific donations. MOTION (Musbach, Seiser): Recommend spending the balance for the Dhein CD and Hampel CD when they mature. Motion carried (6-0).

YOUTH SERVICES LIBRARIAN JOB DESCRIPTION – 1<sup>ST</sup> READING. – Removed from the Agenda.

ASSISTANT DIRECTOR JOB DESCRIPTION – 1<sup>ST</sup> READING. – Removed from the Agenda.

ADULT SERVICES LIBRARIAN JOB DESCRIPTION – 1<sup>ST</sup> READING. Removed from the Agenda.

### **ADJOURN TO CLOSED SESSION**

MOTION (Vosen, Musbach): The Germantown Community Library Board was called to closed session by Nelson at 7:25 p.m. to discuss Agenda Item IX, 'Compensation of library employees'. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye.

MOTION (Vosen, Brady): The Germantown Community Library Board was called to re-enter open session by Nelson at 8:10 p.m. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye.

MOTION (Vosen, Seiser): Motion for the Germantown Community Library Board to authorize the Library Board President, Nelson, to work with the Village Finance Director on the approved compensation of

library employee items that were discussed. Compensation will go into effect on June 1, 2018. Motion carried (6-0).

Respectfully submitted,  
Joyce Nelson  
President  
Germantown Community Library Board

**ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, May 23, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Meeting adjourned at 8:11 p.m.

Respectfully submitted,

Connie J. Lloyd  
Administrative Assistant  
Germantown Community Library