

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

May 22, 2019

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, May 22, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Dennis Myers. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Myers, Vosen): Approve the agenda as printed. Motion carried (6-0).

MOTION (Brady, Vosen): Approve the minutes of the April 24, 2019 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 22, 2019: Board Checking Account - \$2,575.20; Board Savings Account - \$5,129.01; GCL Building Fund - \$45,190.22 [Penny Jug - \$1,656.62] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$16,084.87; **MOTION (Nelson, Myers):** Building Fund CD Account #1 was renewed on its maturity date of 5/5/19 for 13 months at 2.43/2.45%. Motion carried (6-0). Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14. **MOTION (Nelson, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0). A donation for \$500 was received from Ron and Pat Robbins.

ACCOUNTS PAYABLE. **MOTION (Vosen, Kerpan):** 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 Potratz, aye; Trustee Kerpan, aye; Trustee Myers, aye.

BUDGET PRINTOUT. The May 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed. A Village summary report of the Library Trust Funds Accounts was also distributed. Smith will meet with Village Finance to get an explanation of each account. Vosen will meet with Village Finance to provide updated balances and request if accounts no longer used can be removed from the report.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. Village is going to be conducting Opioid training for staff.

COUNTY. Vosen. The next meeting will be on August 15, 2019. Germantown received the Washington County 2019 2nd quarter non-resident circulation distribution of \$71,104.00, and reimbursement for Monarch system fees of \$8,707.64. The system agreed to fund \$400 for each county to have a booth at the county fairs this summer. The Washington County Fair will take place July 23-38. The system will assist with booth setup and provide electronic equipment.

SYSTEM. Nelson and Smith. Nelson and Smith attended the Monarch System Board meeting on May 9, 2019. The system is working on a network proposal to update routers, switches, and access points for all libraries. The system will fund the new equipment with each library paying into a network contingency fund and paying a yearly maintenance fee. The Plymouth Youth Services Librarian will serve as the system Youth Service Liaison working 4-5 hours/week. Jennifer Chamberlain, the Monarch Library System Interim Director, will start June 1, 2019. The next Monarch System Board meeting will be July 11, 2019 at the Germantown Community Library.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. April statistics were provided. Physical circulation had a -1.04% decrease and a 0.38% increase in overall circulation which included electronic materials compared to the same period in 2018. The library will have a booth at Mai Fest with kid's crafts and library information. Programming statistics were reviewed. The library offered 133 programs during 1st quarter (37% increase) with an attendance of 3,938 (77% increase) and 8,287 drop-in participants (60% increase). Smith provided a list of the summer Outreach programs that will be held in Germantown, Richfield and Jackson. A list was also provided of the upcoming special library programs. The Friends have started the ongoing book sale with a Keurig machine inside the library. Department updates were provided. Amy Kulik was hired as a Library Page II and started May 20, 2019.

UNFINISHED BUSINESS

DIRECTOR ANNUAL REVIEW – Smith provided the Core Competencies that have been determined so far. Smith and her team leaders are meeting regularly to develop the performance reviews structure for each area of the Library.

COMMUNITY ROOM PROJECT PROPOAL – Lloyd provided information on the need to replace the foldup tables in the Community Meeting Rooms. Several options with pricing was included. The Board supported the need for more portable tables. It was decided that any expenses to purchase new tables would be come from the remaining Building Fund account. Target amount is \$15,000. Follow-up with additional information will be presented at the June meeting.

NEW BUSINESS

TRANSITION OF FUNDING FOR MOMS CLUB GERMANTOWN – WEST DONOR TREE – The MOMS Club two-year fundraising project to benefit the Children’s area of the Library will end on June 30, 2019. The Donor Tree still has 90 of 110 leaves open for future donations targeted for the Children’s area. Smith requested if the Library Board would assume responsibility for managing the donations and imprint of the leaves. This would require updating the brochure to change ‘Payable to’. The Board agreed to take this on if the MOMS Club would have the remaining 90 leaves made. The donations would be handled in the same manner as other donations with funds purchasing items for the Children’s area. Vosen will handle the donations, Nelson will handle the Thank You notes. Vosen will handle the imprint of the leaves. Potratz will provide an electronic copy of the brochure to Vosen for updates and reprinting.

PLAQUES FOR DONATIONS – Smith provided a list of large donations from the ‘Friends of the Germantown Community Library’ and the ‘MOMS Club Germantown – West’. She requested a donation plaque or other sign of recognition be created for these items. Vosen and Smith will walk through the Library before the next meeting to assess the best method to provide the recognition needed.

FOOD FOR FINES: MONDAY, MAY 27 – SATURDAY, JUNE 14 – Smith proposed a Food for Fines drive. Many other libraries do similar drives and are successful. Smith’s goals are to encourage patrons to return to the Library, provide patrons a way to reduce or eliminate their fines before the Summer Reading Program, give back to the local residents in need. Patrons would receive \$1 off of their fines for every nonperishable food item donated. The food will be donated to the St. Boniface/St. Gabriel Food Pantry. MOTION (Vosen, Nelson): Move to do ‘Food for Fines’ from May 27, 2019 to June 14, 2019 with no limit for Germantown fines, not including damaged or lost items. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, June 26, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Vosen, Nelson): Move to adjourn the meeting. Motion carried (6-0). Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library