

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

May 23, 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, May 23, 2018. **Members present:** Joyce Nelson, Charlene Brady, Kim Musbach, Brenda O'Brien, Ron Seiser, Daniel Wing, Darlene Vosen, **Members absent:** None. **Also present:** Library Director Trisha Smith. Proper notification of the meeting had been given.

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

MOTION (Vosen, Musbach): Approve the minutes of the April 23, 2018 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 23, 2018: Board Checking Account - \$3,572.66; Board Savings Account - \$5,122.00; DML Building Fund - \$37,144.15 [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 - \$6,984.30; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. Donation was received from the U.S. Bank Employee Giving Campaign in the amount of \$20.00. MOTION (Musbach, Seiser): Accept the Treasurer's Report as printed. Motion carried (7-0). MOTION (Brady, Nelson): Transfer all remaining funds at Guaranty Bank to First Bank. Motion carried (7-0). Two bricks were ordered.

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

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

### REPORTS

CORRESPONDENCE. None.

VILLAGE. Smith provided a copy of the Village's new newsletter dated May 2018.

COUNTY. Vosen. The next meeting will be in August 2018. Vosen will be working with directors at the five libraries in Washington County to make recommendations for the Washington County Library Services Board 2019 budget.

SYSTEM. Smith. Smith attended the Monarch Library Directors meeting May 10<sup>th</sup>. The Director's Council will be monitoring the Holds Route Sequence until September. It was recommended that funding for the in-demand collection be determined by need and that libraries place "on-order" records for incoming items. Funds were received from online payments for fines and fees for the 2017 third and fourth quarter and 2018 first quarter. Funds will continue to be received quarterly.

PRESIDENT'S. Nelson. Nelson attended first Monarch Library System Board Meeting. The Mid-Wisconsin Federated Library System building in Horicon was sold after the merge with Eastern Shores. Funds are in a reserve account and will be part of a 5-year capitol plan. Library Director appraisal forms were given out and the appraisal will take place in July. Results will be shared with Smith after the meeting. Seiser and Musbach will be leaving the Germantown Community Library Board in June after their terms are up.

DIRECTOR'S. Smith. April circulation statistics and January through April programming statistics were provided. Increases were seen in both areas. Summer Reading Program information was distributed to local schools, the Village of Germantown, and community partners. Many new programs for all ages were added included two additional storytimes on Tuesday and Wednesday mornings. Upcoming programs include Youth Summer Reading Kick-Off Party, Summer Reading Open House, Storytime & Author Visit with Dionne Kelm, and Music of the Vietnam War Era. Smith reported that the library is continuing to take the cases off the Adult DVDs. Plans have been made to rearrange the Juvenile Fiction area in preparation for the Early Literacy Open House in September. Print brochures for RB Digital magazines are

now available. Reference staff completed training for Reference USA. The library is in the process of hiring an additional part-time Library Specialist I to substitute for regular staffing hours at the Circulation Desk.

### **UNFINISHED BUSINESS**

CIRCULATION POLICY – Final Reading. MOTION (Vosen, Musbach): Approve recommended changes to the Circulation Policy. Motion carried (7-0).

### **NEW BUSINESS**

WISCONSIN PUBLIC LIBRARY STANDARDS, 6<sup>TH</sup> EDITION, 2018. The 6<sup>th</sup> Edition of the Wisconsin Public Library Standards were released in April. Smith will be working as part of a 6-month program with the Monarch Library System to review the standards beginning in October. The standards will serve as a foundation to future Strategic Planning.

ACTIVE SHOOTER TRAINING. Active Shooter Training for all library employees will be scheduled in late-summer through the Germantown Police Department.

OCTOBER MEETING DATE CHANGE. The October Germantown Community Library Board meeting date in October will be changed to Wednesday, October 17, 2018 due to the Wisconsin Library Association Conference.

### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, June 27, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Trisha Smith  
Library Director  
Germantown Community Library

### **ADJOURN TO CLOSED SESSION**

MOTION (Vosen, Musbach): To convene into Closed Session for agenda item ‘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; Trustee O’Brien, aye. The Germantown Community Library Board was called into closed session by Nelson at 6:58 p.m. for the compensation of library employees agenda item.

MOTION (Vosen, Brady): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O’Brien, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:25 p.m.

MOTION (Vosen, Seiser) The Germantown Community Library Board authorizes the Library Director, Smith, to work with the Village Finance Director on compensation of library employee items. Motion carried (7-0).

MOTION (Vosen, Musbach, roll call): To convene into a second Closed Session for agenda item ‘Legal Investigation Review’. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O’Brien, aye. The Germantown

Community Library Board was called into a second closed session by Nelson at 7:28 p.m. for legal investigation review.

MOTION (Vosen, Brady): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Seiser, aye; Trustee Musbach, aye; Trustee Vosen, aye; Trustee O'Brien, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:38 p.m.

Meeting adjourned at 7:39 p.m.

Respectfully submitted,  
Joyce Nelson  
President  
Germantown Community Library Board