

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

June 26, 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, June 26, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Brenda O'Brien. **Members absent:** Dennis Myers, exc. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

**MOTION (Vosen, Kerpan):** Approve the minutes of the May 22, 2019 with a correction to the balance noted of CD #1 from the Treasurer's Report to \$16,084.87. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 26, 2019: Board Checking Account - \$3,085.20; Board Savings Account - \$5,129.66; GCL Building Fund - \$45,232.70 [Penny Jug - \$1,693.34] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14. Vosen reported that a donation of \$10 from Truist that she deposited should go to the Friends of the Germantown Community Library. It was decided to use the RAO donation to fund technology needs. A possibility includes new self-checkout kiosks. **MOTION (Nelson, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0).

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

BUDGET PRINTOUT. The June 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 met with Village Finance Director to get an explanation of each account. Several accounts that are not reported on Vosen's Treasurer report are accounts used by the Village to manage finances. Vosen will meet with Village Finance to remove accounts that are no longer used.

### REPORTS

CORRESPONDENCE. Nelson. A thank you card was sent to Ron and Pat Robbins for their donation of \$500.

VILLAGE. Smith. Village held pre-budget meetings with department heads. Work continues on performance evaluations. There will be a Village outing for staff on June 27, 2019.

COUNTY. Vosen. The next meeting will be on August 15, 2019. Planning continues for the library booth at the Washington County Fair on July 23-38. Washington County library directors met on June 6, 2019 to discuss planning for the fair, marketing, outreach, partnering with Holy Hill Area School District and communicating with the Washington County Board.

SYSTEM. Nelson and Smith. Nelson attended the Monarch System Board meeting on June 13, 2019. The Director's Council approved several updates to systems and procedures that are outlined in the Director's Report. The system Horicon Marsh event is Saturday, June 29, 2019. The next Monarch System Board meeting will be July 11, 2019 at the Germantown Community Library. Per DPI's request, Jennifer Chamberlain will be cc'd on our Board meeting agenda and packet emails.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. May statistics were provided. Vosen noted this was the first time the total of new non-resident library cards exceeded the resident new library cards. Physical circulation had a 1.8% increase and a 3.7% increase in overall circulation which included electronic materials compared to the same period in 2018. RB Digital continues to increase with the addition of digital audiobooks. Germantown continues to be one of the top users of Gale Courses. The World War I Traveling Exhibit was well received. The library will participate in the 4<sup>th</sup> of July Parade/Festival. Summer reading continues until August 17, 2019. We have additional summer volunteers to help

with the Summer Reading Program. Weekly Storytimes, Discover Academy, Farmer's Market, Band Concerts and Ukulele Club continues. Monthly book groups, craft events, Tech Talks, and Tech Support offerings continue. Upcoming programs including Princesses on the Patio and Soda Pups Dog Show are outlined in the Director's Report. The Friends of the Germantown Community Library have started the ongoing book sale & Keurig Machine in the library near the Circulation Desk. A new people counter system was evaluated and ordered and will be installed in the lobby in the upcoming months. A new online calendar reservation and event registration system was evaluated and purchased. Target rollout date is August 1, 2019. Work continues for the installation of a self-checkout machine and open holds rollout in August.

## **UNFINISHED BUSINESS**

DIRECTOR ANNUAL REVIEW – Smith provided the final performance review criteria for her position.

MOTION (Nelson, O'Brien): Approve the performance review criteria for Smith's annual review. Motion carried (6-0).

COMMUNITY ROOM PROJECT PROPOAL – Lloyd provided additional information that outlined the various components of the Community Room Project Proposal. They included; changes to the room configurations with standard setup and takedown procedures; purchasing three additional stacking chair storage carts (\$900) (approved); purchasing approximately 10 alternative chairs (not approved); purchasing 18 training style folding tables (approved) and purchasing 8 white folding tables for events (preliminary approval at the May meeting with maximum expense of \$15,000); and updating the Community Meeting Room Policy (noted in New Business).

MOTION (Vosen, Brady): Allocate from the Library Board Building Fund Account \$15,000 to purchase three chair storage carts, 18 training tables and eight white folding banquet style tables. Motion carried (6-0).

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. There was additional discussion regarding the logistics of the Library Board assuming the responsibility for managing the donations, engraving and installation of the leaves, and updating the electronic donation form. MOTION (Vosen, Nelsen): Move to transition ownership of the Children's Area Donor Tree from the MOMS Club Germantown - West to the Library Board effective July 1, 2019. Motion carried (6-0).

DONOR WALL – Lloyd presented a follow-up of the Donor Wall project. Approval for the deposit was included with the vouchers. Once payment is received work is scheduled to begin mid-July, 2019 with an anticipated completion of late August, 2019. Several donor plaques were damaged during removal. Vosen indicated she would be able to have replacements made. MOTION (Nelson, Brady): Move to replace the five to six damaged plaques and get one new plaque not to exceed \$50 with the expense covered by the Building Fund Account. Motion carried (6-0).

PLAQUES FOR DONATIONS – Smith and Vosen reviewed the types of donations the library has received and discussed options for providing donor recognition for those and future items. After discussion it was proposed to use the Leadership Germantown donor tree that was in the lobby and is no longer used by Leadership Germantown. O'Brien confirmed she had checked with Leadership Germantown and no one is aware of its use. Vosen will look into this further as an option.

FOOD FOR FINES: MONDAY, MAY 27 – SATURDAY, JUNE 14 – Smith reported that \$265.10 worth of fines were waived with the donation of 335 items to the St. Boniface/St. Gabriel Food Pantry. Additional cash donations were received for the food pantry. The total will be provided in the July Director's Report. The Library Board felt this was a worthwhile program and that it can be repeated in the future without additional Board approval. It should be treated as a regular program.

## **NEW BUSINESS**

PARTNERSHIP WITH INTERNET DISCOUNT PROVIDERS THROUGH GERMANTOWN SCHOOL

DISTRICT – O'Brien presented information about an internet provider program that is promoted by DPI which provides 80-90% reduction in internet monthly fees to qualified homes that apply for the DPI Free & Reduced Lunch program. This can apply to school families and senior citizens. This program is not very well known. O'Brien mention about 12-18% of Germantown School District enrollment would be eligible. The Germantown School District would like to promote the service and partner with the Germantown Community Library to assist

interested families to sign up for the program. It would require having access to a computer(s). She proposed having the library be a partner to offer families the computer access needed to register for this program during September and October of 2019. She proposed O'Brien, School District Staff and the Library Adult Reference team would be trained how to assist with signup of this program. The Library Board felt this was a good community service and we should partner with the school district in this initiative.

MEETING ROOM POLICY - The proposed updates to the Community Meeting Room Policy discussion was tabled for the July meeting.

**ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, July 24, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Nelson, Vosen): Move to adjourn the meeting. Motion carried (6-0). Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Library Director  
Germantown Community Library