

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

June 27, 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, June 27, 2018. **Members present:** Joyce Nelson, Charlene Brady, Kim Musbach, Ron Seiser, Daniel Wing (late), Darlene Vosen. **Members absent:** Brenda O'Brien, exc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

**MOTION (Vosen, Seiser):** Approve the agenda as printed. Motion carried (5-0).

**MOTION (Seiser, Brady):** Approve the revised minutes presented at the meeting of the May 23, 2018 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 27, 2018: Board Checking Account - \$4,269.71; Board Savings Account - \$5,122.23; DML Building Fund - \$37,146.28 [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 - \$6,984.53; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. A donation last month of \$20 was received from the U.S. Bank on behalf of an Employee Giving Campaign designation from Yue Shen. **MOTION (Nelson, Seiser):** Accept the Treasurer's Report as printed. Motion carried (6-0). Guaranty Bank accounts were moved to First Bank by Vosen. New checks were received. The RAO account is the last to be moved. It must be moved by 7/31/18. Waiting to discuss with the donor of the account before the transfer. **MOTION (Seiser, Nelson).** The Treasurer does not need to go through past records to determine which account was used to account for the cost of the bricks/plagues for past donations. Motion carried (6-0). Vosen provided an invoice for Creative Brick for the cost of two new bricks. Seiser indicated that although he will no longer be on the Board he will continue to be available to the Treasurer for annual audits if needed.

ACCOUNTS PAYABLE. **MOTION (Vosen, Musbach):** 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 June 2018 report and the Village Capital Projects Fund and General Ledger Trial Balance were reviewed.

### REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Yue Shen for a \$20 donation sent through First Bank last month. A thank you letter was sent to Eastern Wisconsin Machine Knitters for the \$100 donation. A thank you letter will be prepared for the \$600 donation from Laurel Breit.

VILLAGE. None.

COUNTY. Vosen. The next meeting will be on August 16<sup>th</sup>, 2018. A copy of the letter drafted from the Washington County Library Directors to the Washington County Supervisors regarding ACT 420 funding was provided. A copy of the Waukesha Freeman newspaper article covering the Washington County Supervisors support for a single state-wide library system was provided. The Washington County Library Directors will meet with the Washington County Clerk on Thursday, June 28, 2018 to discuss the 2019 Library Services Board budget.

SYSTEM. Smith. The Monarch Library Directors did not meet in June. The system is looking into purchasing GALE courses and additional services through RB Digital for patrons again next year. Brady noted that the magazine selection is limited. Smith indicated each library can purchase additional titles and she will review if Germantown will make additional investments to the collection.

PRESIDENT'S. Nelson. Nelson noted that Trustees Seiser and Musbach's terms end this month and they have chosen not to be reappointed. Nelson thanked them for their dedication and many years of services. Their contributions will be missed. New Trustees have not been appointed by the Village President at this time. The Village Board will be voting at their next meeting on July 1<sup>st</sup> as to whether non-Germantown residents may service on the Library Board. Smith explained that Libraries are allowed to have two non-resident Trustees because the service area is beyond the Village boundaries. Richfield and Jackson are examples of Library service areas beyond the Village of Germantown. Next month the Library Board will go into closed session for the performance appraisal of the Library Director.

DIRECTOR'S. Smith. May circulation statistics were provided. Increases continue. Smith reported that the library has completed the removal of cases for the Adult DVDs and have begun removing the cases for the Adult Music CD Collection. This has provided additional storage space to accommodate more materials within the current shelving. The youth Summer Reading Program registrations are over 1100 so far. Teen and adult participation is also going well. There has been great attendance at story times including the additional time slots. Average is 25 in the morning and 35-40 in the afternoon. Tomorrow is the first movie showing, today was a Vietnam presentation, and the first field trip to Sheboygan Storybook Gardens is on Friday in coordination with the Park and Rec Department. New shelving labels were added in the Adult Fiction and Nonfiction collections. Three additional display panels were added for promotional materials. We have started working with DPW to preplan for Phase II of the Library painting project in February. This will include the rest of the Library and the staff workroom. Daily procedures continue to be reviewed and streamlined. Smith held the quarterly staff meeting June 20 before the Library opened. Our staff member Diane was promoted into the new Circulation Manager position. She has extensive retail and customer service background and is working with staff to improve our customer service focus. Due to the continuing change occurring for the staff, Musbach suggested hiring a consultant that will help staff with change management and team building. All staff attended the required 'Sexual Harassment Training' provided by the Village of Germantown this month. A part-time Library Specialist I was hired. Copies of recent newspaper articles about activities at the Library were provided. A copy of the communication to MATC to return outdated computer equipment they provided the Library for community use in 2002 and 2008 was shared with the Board.

#### **UNFINISHED BUSINESS**

NONE

#### **NEW BUSINESS**

REVIEW OF TRUSTEE MATERIAL. Trustees decided to access the information on-line rather than receive printed materials. This will ensure they have the most current information when needed. Printed materials will be provided on an as needed basis.

ACCEPTABLE INTERNET USE POLICY – 1<sup>ST</sup> Reading. Suggested changes were accepted for the second reading except for the wording regarding software installation on Library owned computers. Smith will review and make additional changes for the second reading.

WIRELESS INTERNET ACCESS POLICY – 1<sup>ST</sup> Reading. Suggested changes were accepted for the second reading.

#### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, July 25, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Connie Lloyd

Administrative Assistant

Germantown Community Library