

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 24, 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, July 24, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan (late), 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 (5-0).

MOTION (Myers, Vosen): Approve the minutes of the June 26, 2019 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 24, 2019: Board Checking Account - \$2,110.00; Board Savings Account - \$5,130.30; GCL Building Fund - \$43,996.90 [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. The two bricks Vosen ordered have arrived. Lloyd will coordinate installation with DPW. MOTION (Myers, Nelson): Accept the Treasurer's Report as printed. Motion carried (5-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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 Myers, aye.

BUDGET PRINTOUT. The July 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Myers. The Village held a public 2050 planning informational and feedback meeting at the Library on July 23. Nelson and Smith attended.

COUNTY. Vosen. The next meeting will be on August 15, 2019. Libraries are running the library booth at the Washington County Fair July 23-38.

SYSTEM. Nelson and Smith. No meeting to report.

PRESIDENT'S. Nelson. Nelson will be working at the Library booth at the Washington County Fair.

DIRECTOR'S. Smith. June statistics were provided. We had a 2.0% decrease in physical circulation and a 0.5% increase in overall circulation which includes electronic materials. Our year-to-date increases are 6.0% for physical materials and 7.8% for overall circulation. The MOMS Club Germantown – West is finishing up their Children's Area project with purchases using \$1800 in proceeds from their rummage sale. Items will be installed by mid-September. The Summer Reading Program runs through August 17. Final statistics will be provided at the August meeting. The Library will be participating in the following special community events: A Taste of Germantown, Park & Rec Movies in the Park, and NAC Night. We continue to participate at the weekly Farmer's Market and Band Concerts. Weekly summer programming at the Library includes four storytimes, two Discover Academy programs, Ukulele Club, Space-themed movies. Monthly programs include six book groups, two craft sessions, Tech Talk and Tech support Hours and Family Craft Circle. The 2019 programming has been finalized and fall brochures will be available in August. Team leaders are completing performance appraisals and mid-year check-in with all staff. Youth Services held a successful teen program and is working on creating a Teen Advisory Board. Planning continues for the following new and updated systems to be implemented in August: People Counter System, Online Patron Account Registration, Online Community Meeting Room Reservation System, Online Event and 'Ask a Librarian' Registration System, Open Holds, Self-Checkout Station, replacement furniture for the Community Meeting Rooms and the Circulation Desk. Updates to library procedures continue as new systems are implemented and improved processes are adopted. The Food for Fines program raised \$43.40 in cash donations in addition to the food donated to the St. Boniface/St. Gabriel's Food Pantry. Staff continue to be involved in

community and Monarch System weekly and monthly meetings. Smith is working with the Autism Society of SE Wisconsin to partner and offer a sensory friendly time at the library. Smith is researching, with other libraries, options for: video and music streaming, ebook and audio services for patrons. Smith provided an overview to the Board of current streaming services and what other libraries are providing.

UNFINISHED BUSINESS

DIRECTOR ANNUAL REVIEW – Smith provided the forms and content for her annual and mid-year performance reviews. Smith also provided her self-appraisal input. Board members will review and provide feedback at the August meeting with Smith in closed session.

COMMUNITY ROOM PROJECT PROPOAL – Lloyd provided an update on the process of getting updated estimates from vendors for the approved furniture.

DONATIONS PLAQUES – Vosen met with the vendor she works with for other plaques to get options for repurposing the lobby donor tree. The donor tree was displayed at the meeting and Vosen explained options for modification. Board members liked the options available and provided addition feedback. Myers asked Vosen to also get information from the Germantown business, Northwoods. Lloyd will provide Vosen contact information. It was decided this Donor Tree will be used to recognize gifts of material items rather than cash. Cash donations would be recognized on the Lobby Donor Wall, Patio bricks or the Youth Services Donor Tree. It was also discussed how to market the various donation opportunities: Lobby Donor Wall, Lobby Donor Tree, Youth Services Donor Tree, Patio Bricks. Smith will create one donation form that summarizes each option and present at the August meeting.

PARTNERSHIP WITH INTERNET DISCOUNT PROVIDERS THROUGH GERMANTOWN SCHOOL DISTRICT – Smith provided a copy of the letter from O'Brien that will be sent out from the Germantown School District to school families explaining the 'Internet Discount Finder' service available to families and seniors that meet the criteria for the free/reduced lunch program. The Library with the Germantown School District will offer assistance at the Library on September 24 from 5-7 p.m. for families to research and apply for discounted internet services.

MEETING ROOM POLICY – The proposed changes to the Meeting Room Policy were reviewed. The revisions include updating the reservation information to reflect the new online reservation system that will be installed. It also includes changes to room configuration options, as well as revised furniture and equipment setup and takedown procedures. MOTION (Myers, Nelson): Approve the revised Meeting Room Policy as presented with one change for a typing error in the first paragraph. Motion carried (6-0).

NEW BUSINESS

CIRCULATION POLICY (TEACHER CARDS) – Smith proposed changing the Circulation Policy to include special guidelines for a 'Teacher Card'. This includes requiring renewal annually at the beginning of each school year, maintaining a personal account in good standing, eliminating overdue fines for materials used for educational purposes checked out on the Teacher Card. MOTION (Myers, Potratz): Approve the revised Circulation Policy as written to include the updated Teacher Card guidelines. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 28, 2019, at the Germantown Community Library at 6:00 p.m.

MOTION (Brady, Myers): Move to adjourn the meeting. Motion carried (6-0). Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library