

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 25, 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, July 25, 2018. **Members present:** Joyce Nelson, Charlene Brady, Daniel Wing, Brenda O'Brien, Darlene Vosen. **Members absent:** Joletta Kerpan, exc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Vosen, Brady): Approve the revised minutes presented at the meeting of the June 27, 2018 with the noted correction to the Savings Account cents field. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 24, 2018: Board Checking Account - \$6,351.08; Board Savings Account - \$5,122.61; GCL Building Fund - \$37,251.75 [Penny Jug - \$1,557.13]; 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 - \$6,984.76; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. A donation of floral decorations and arrangement was provided by Nancy Duquaine and Kim Musbach. A donation of \$600 was received from Laurel Breit for a brick and plaque. **MOTION (Nelson, Wing):** Accept the Treasurer's Report as printed. Motion carried (5-0). The RAO account is the last to be moved to First Bank. It must be moved by 7/31/18. This will temporarily be deposited into the Building Fund until the next Board meeting. **MOTION (Nelson, Brady):** Approve writing five checks totaling \$2313.60 submitted by Smith to vendors for the Usbourne Book Sale, SRP wrap-up party and the Taste of Germantown expenses; Motion carried (5-0).

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

BUDGET PRINTOUT. The July 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 Nancy Duquaine for a donation of floral arrangements for the Library. A thank you letter was sent to Laurel Breit for a donation of \$600.

VILLAGE. Wing. Village Board approved the new Library Board member, Joletta Kerpan, for a three year term 7/16/18 - 6/30/21.

COUNTY. Vosen. Attended the County Board meeting on July 23rd, 2018. The County Library Services Board approved reducing the Capital Fund reserves from \$3.75/sq. ft. to \$1.88/sq. ft. The purpose for the reduction is to cover the money lost from the ACT 420 funds outgoing to other County Libraries. It was recommended to the County Library Services Board to consider negotiations with Waukesha County. The next meeting will be on August 16th, 2018.

SYSTEM. Smith. The Monarch Library Directors met on July 12th, 2018. The State of Wisconsin will provide \$70,000 for Life Long Learning and Work Force Development initiatives at public libraries. The Monarch System will use the funds to fund Gale Courses, RB Digital, '1000 Books before Kindergarten' App., iPad Lab, and STEAM programming kits will also be purchased to share between the libraries for programming events. The System Board voted to remove the Driver's License information from patron accounts for information security reasons as of October 1, 2018. This was completed by staff at Germantown in June, based on recommendation of Lloyd after attending WAPL Conference session.

PRESIDENT'S REPORT. Nelson.

DIRECTOR'S REPORT. Smith. June circulation statistics were provided. Increases continue. SRP already has over 1200 kids registered which exceeded the 2017 participation. The Fall/Winter programming has been finalized. Movies will be shown on Mondays starting in August. Security cases have been removed from the Adult and Children's Music CD Collections. Weeding of the music collections also began. Weeding continues in the Young Adult and Juvenile Collections. Planning has begun for removal of the 'Due Date' stickers, use of the receipt printers at checkout, self-checkout stations, open holds, and 'Acquisitions and Pre-processing through B&T'. Planning has also begun for the redesign of the staff work areas and workflow. All staff will be performing a time study and Position Analysis Questionnaire as input for job description evaluations. We are hiring a Youth Services Assistant. The Library conducted Outreach at the Community Band Concerts, 4th of July Events, Family Fun @ Horicon Marsh, and Richfield Days.

UNFINISHED BUSINESS

ACCEPTABLE INTERNET USE POLICY – 2nd Reading. MOTION (Vosen, O'Brien): Approve the draft as printed to be presented as the Final Reading at the August 22nd, 2018 meeting. Motion carried (5-0).

WIRELESS INTERNET ACCESS POLICY – 2nd Reading. MOTION (Vosen, Brady): Approve the draft as printed to be presented as the Final Reading at the August 22nd, 2018 meeting. Motion carried (5-0).

NEW BUSINESS

ELECTION OF OFFICERS. MOTION (O'Brien, Wing): Nominate Nelson as President, Brady as Vice President, and Vosen as Treasurer. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 22, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,
Connie Lloyd
Administrative Assistant
Germantown Community Library

ADJOURN TO CLOSED SESSION

MOTION (Vosen, Brady): To convene into Closed Session for agenda item 'Review of Library Director'.
ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Vosen, aye; Trustee O'Brien, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:20 p.m. for the 'Review of Library Director' agenda item.

MOTION (Vosen, Brady): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Brady, aye; Trustee Vosen, aye; Trustee O'Brien, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:35 p.m.

MOTION (Vosen, Brady) The Germantown Community Library Board authorizes the Library Board President, Nelson, to discuss the Director Appraisal results with the Library Director. Motion carried (5-0).

Meeting adjourned at 7:38 p.m.
Respectfully submitted,
Joyce Nelson
President
Germantown Community Library Board