

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 22, 2018

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, August 22, 2018. **Members present:** Joyce Nelson, Daniel Wing, Darlene Vosen, Christa Potratz, Joletta Kerpan (late). **Members absent:** Brenda O'Brien, exc. Charlene Brady, exc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd, Village Clerk Deanna Boldrey, Monarch System Director Amy Birtell, Village Administrator, Steve Kreklow. Proper notification of the meeting had been given.

MOTION (Vosen, Wing): Approve the agenda as printed. Motion carried (4-0).

MOTION (Wing, Nelson): Approve the revised minutes of the July 25, 2018 with the noted correction to the total of five checks approved from \$943.94 to \$2313.60. Motion carried (4-0).

PUBLIC INPUT: None.

SWEARING IN OF NEWLY ELECTED LIBRARY TRUSTEES: Deanna Boldrey conducted the Swearing into Office of Christa Potratz at 6:00 p.m. and Joletta Kerpan at 6:25 p.m.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 21, 2018: Board Checking Account - \$4,000.64; Board Savings Account - \$5,123.28; GCL Building Fund - \$44,276.69 [Penny Jug - \$1,557.13] [RAO Account - \$6,984.96]; 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 was moved into the GCL Building Fund; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. MOTION (Nelson, Wing): Accept the Treasurer's Report as printed. Motion carried (4-0). MOTION (Nelson, Wing): Renew CD Account #4 that matures on 8/25/18 at terms of 13 months and 2.3%. Motion carried (4-0).

ACCOUNTS PAYABLE. MOTION (Nelson, 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 Potratz, aye; Trustee Vosen, aye.

BUDGET PRINTOUT. The August 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 Ron Seiser and Kim Musbach for their many years of service on the Germantown Community Library Board.

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

COUNTY. Vosen. The County Board will be reviewing the 2019 budget. In addition to circulation payments for non-librarians Washington County residents, they plan to pay for the Washington County Libraries State of Wisconsin TEACH Data Lines and a portion of the Washington County Outreach Librarian that is located at West Bend. The Washington County Resource Library Funds will also provide access to Ancestry application, Pronunciator application, A to Z Databases and resources for submission of quarterly and annual statistics to the County. The next meeting will be on August 23rd, 2018.

SYSTEM. Birtell and Smith. The Monarch Library Directors met on August 9th, 2018. The System has hired two IT positions. The 'Holds Routing Sequence' continues to be discussed to find a balance among all libraries. The next System event will be held at Pioneer Village in Saukville on 10/20/18. The System Directors voted to remove the Driver's License field from the patron's record.

PRESIDENT'S. Nelson. Nelson reviewed Smith's performance appraisal from the Board with Smith. Nelson will be attending the next Monarch System Board meeting on 9/13/18.

DIRECTOR'S. Smith. July circulation statistics were provided. Increases continue. SRP attendance continues to do very well. The Monday Movies have been well-received. Weeding of the Young Adult and

Juvenile collections continue. The phones system was updated to include a directory menu and voice-mail for all full-time staff. Planning continues for replacement of the “Due Date” stickers with a printed receipt, 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. Three vendors have been selected to submit bids. All staff will be performing a time study and Position Analysis Questionnaire in August as input for job description evaluations. We are beginning interviews for a Youth Services Assistant. The Library conducted Outreach at the Fairway Knolls Open House, Community Band Concerts, NAC Night, and Richfield Days.

UNFINISHED BUSINESS

ACCEPTABLE INTERNET USE POLICY – Final Reading. MOTION (Vosen, Wing): Approve the ‘Acceptable Internet Use Policy’ as printed. Motion carried (5-0).

WIRELESS INTERNET ACCESS POLICY – Final Reading. MOTION (Vosen, Wing): Approve the ‘Wireless Internet Access Policy’ as printed. Motion carried (5-0).

NEW BUSINESS

APPROVAL OF VILLAGE OF GERMANTOWN HARASSMENT POLICY. - 1st Reading. Kerpan requested where the definition of ‘unexcused absence’ is noted in the policy. Smith will bring the supporting documentation to the 2nd Reading next month. MOTION (Vosen, Nelson): Approve the draft of the ‘Village of Germantown Harassment Policy’ as printed. Motion carried (5-0).

2019 BUDGET. – Proposed budget includes addition of a part-time 20 hour per week position. This will be funded by the increased money from Washington County because of the change in the Capital Funding accounts. The budget of Village funding requested is about the same as last year. MOTION (Nelson, Vosen): Approve the 2019 proposed budget as printed to be presented to the Village Board. Motion carried (5-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 26, 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, Nelson): To convene into Closed Session for agenda item ‘Discussion of Specific Personnel Problems Within the Library’. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Potratz, aye; Trustee Vosen, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called into closed session by Nelson at 6:58 p.m.

MOTION (Vosen, Nelson): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Wing, aye; Trustee Potratz, aye; Trustee Vosen, aye; Trustee Kerpan, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:40 p.m.

MOTION (Vosen, Nelson) The Germantown Community Library Board authorizes the Library Director, Smith, to implement alternative 2. Motion carried (5-0).

Meeting adjourned at 7:45 p.m.
Respectfully submitted,
Joyce Nelson
President
Germantown Community Library Board