

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

September 26, 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, September 26, 2018. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Daniel Wing, Brenda O'Brien. **Members absent:** None **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 (7-0).

**MOTION (Vosen, Wing):** Approve the minutes of the August 22, 2018 as printed. Motion carried (7-0).

**MOTION (Wing, Vosen):** Approve the minutes of the August 20, 2018 Special Budget Committee Meeting as printed. Motion carried (7-0).

**PUBLIC INPUT:** None.

### FINANCIAL MATTERS

**TREASURER'S REPORT.** Balances as of September 26, 2018: Board Checking Account - \$4,000.64; Board Savings Account - \$5,123.93; GCL Building Fund - \$44,321.44 [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- \$15,385.14; Dhein Memorial Account - \$1,582.40; Hampel Memorial Account - \$1,308.87. **MOTION (Brady, O'Brien):** Accept the Treasurer's Report as printed. Motion carried (7-0). **MOTION (Nelson, Brady):** The Treasurer only keep the last 7 years of Board records. Motion carried (7-0).

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

**BUDGET PRINTOUT.** The September 2018 report and the Village Capital Projects Fund and General Ledger Trial Balance were reviewed. Smith and Nelson will work with Village to amend the October budget to account for unbudgeted County revenue.

### REPORTS

**CORRESPONDENCE.** Nelson. None. Will prepare thank you letters to the MOMS Club Germantown West in recognition for the Lego Table in the Youth Services area.

**VILLAGE.** Wing. The Village has begun budget meetings.

**COUNTY.** Vosen. The next meeting for the Washington County Library Services Board will be on October 18<sup>th</sup>, 2018.

**SYSTEM.** Nelson and Smith. The 'Holds Routing Sequence' continues to be monitored. The next System event will be held at Pioneer Village in Saukville on 10/20/18. The Resource Committee continues the planning to fund GALE Courses, RB Digital, STEAM programming kits, and iPad Lab, 1000 Books Before Kindergarten App and marketing materials in 2019 using the additional \$70,000 funding from the State.

**PRESIDENT'S.** Nelson. Nelson attended the Monarch System Board meeting on 9/13/18. DPI has completed the PSLR report from the multi-year study of the State of Wisconsin Library Systems. It will be published after November.

**DIRECTOR'S.** Smith. August circulation statistics were provided. Increases continue. SRP attendance had an increase in all areas compared to 2017. The Fall/Winter programming brochures have been distributed. A staff member or Board member attended all four Germantown Elementary School Open Houses. Planning has begun for 2019 Spring programming. Storytime has started. The children's Kit Bags with a book plus CD have been reprocessed to improve access to patrons and free space for other activities. Children's books with music CDs were also reprocessed and included with Picture Books. Weeding continues in the Young Adult and Juvenile collections. Two tables, AWE Learning Station (funded by the Friends of the Library), and a Lego Table (funded by MOMS Club Germantown West) were

added to the Youth Services area. Due Date stickers were replaced by printed receipts. Planning continues for adding a self-checkout station, redesign of the staff workroom, Circulation Desk and Youth Services areas. Three vendors have been selected to propose bids. A new part-time Youth Services Assistant was hired. We are still looking to fill a few additional hours in Youth Services. Many programs for adults and children are planned including the Friends of the Germantown Library's annual Art Contest.

### **UNFINISHED BUSINESS**

APPROVAL OF VILLAGE OF GERMANTOWN HARASSMENT POLICY. – 2<sup>nd</sup> Reading. Kerpan pointed out a mistyped word in the title. Smith will pass this on the Village for correction. MOTION (Vosen, O'Brien): Approve the 'Village of Germantown Harassment Policy' with correction as noted. Motion carried (7-0).

2019 BUDGET. – Budget was presented to the Village Board by Smith and Nelson.

### **NEW BUSINESS**

POSITION ANALYSIS QUESTIONNAIRE. – Smith provided a summary of the steps that have been taken to review all library positions and collect feedback from each employee. Smith provided a proposed reorganization structure based on teams. All of the material was also shared at the quarterly staff meeting in September. It was recommended to form a Library Board subcommittee at the October Board meeting to review positions and create new job descriptions.

### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, October 17, 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, Wing): To convene into Closed Session for agenda item 'Update on Specific Personnel Problems within the Library'. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Potratz, aye; Trustee O'Brien, aye; Trustee Wing, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:23 p.m.

MOTION (Vosen, Wing): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Potratz, aye; Trustee O'Brien, aye; Trustee Wing, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:48 p.m.

Meeting adjourned at 7:50 p.m.  
Respectfully submitted,  
Joyce Nelson  
President  
Germantown Community Library Board