

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 17, 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, October 17, 2018. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Joletta Kerpan, Daniel Wing, and 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 (Brady, Vosen): Approve the agenda as printed. Motion carried (7-0).

MOTION (Wing, O'Brien): Approve the minutes of the September 26, 2018 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 17, 2018: Board Checking Account - \$4,000.64; Board Savings Account - \$5,124.52; GCL Building Fund - \$44,361.90 [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, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). MOTION (Nelson, Brady): Recommend renewing CD #3 that matures on 11/5/18 for 13 months or the closest alternative option. Motion carried (7-0). Smith presented an invoice for Findaway audiobooks to be covered by the Brady donation and an invoice for Lerner Children's Books to be funded by the Pagliaro donation.

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 October 2018 report and the Village Capital Projects Fund and General Ledger Trial Balance were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Sent a thank you letter to the MOMS Club Germantown West in recognition for the Lego Table in the Youth Services area.

VILLAGE. Wing. The preliminary budget has been turned in. The final budget meeting will be November 19th.

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

SYSTEM. Nelson and Smith. The next System event will be held at Pioneer Village in Saukville on 10/20/18. The next Monarch System Board meeting will be in November. Directors are considering changes to some types of serial items as books. Directors are also considering whether libraries can waive other library fines and fees under \$50.

PRESIDENT'S. Nelson. The Christmas Parade and festivities will be 11/10/18 and the library will stay open until 5:00 p.m.. Request adding to the monthly statistics the number of items added and deleted.

DIRECTOR'S. Smith. September circulation statistics were provided. Increases continue. SRP programs saw an increase over 2016 & 2017. The children's book + CD kits have been removed from bags and placed on new shelves that were purchased by the Friends of the Library. Weeding continues in the Young Adult and Juvenile collections. Planning for the 2019 Spring programming has begun. Planning continues for self-checkout stations, open holds, and updated furniture for the Children's service desk, Adult Reference book shelf, Circulation Desk and the staff workroom. Proposals from vendors will be presented at the November meeting. The Friends of the Library are funding a portion of these projects. A trial of new schedules for the Circulation and Technical Services staff will begin 10/22/18. Smith will be at WLA

Conference in La Crosse next week. Outreach services were provided to Fairway Knoll, GHS Spanish Classes, Fire Department Safety Fair, and the Germantown Park & Rec Fall Fest.

UNFINISHED BUSINESS

APPROVAL OF VILLAGE OF GERMANTOWN HARASSMENT POLICY. – Final Reading. Smith will pass this on the Village for correction. MOTION (Vosen, Brady): Approve the ‘Village of Germantown Harassment Policy’ with typo to be sent to the Village for correction. Motion carried (7-0).

2019 BUDGET. – There is nothing new to report. The final budget meeting will be 11/19/18.

NEW BUSINESS

2019 CLOSED DATES. – The proposed dates were reviewed. Consideration was given to also close Friday, July 5. Smith will get clarification from the Village regarding the use of the two floating holidays and readdress at the November meeting.

AMENDED 2018 BUDGET WITH ADDITION OF INCREASED WASHINGTON COUNTY FUNDING – MOTION (Vosen, Nelson): Amend the 2018 budget to include the increased Washington County Funding. Motion carried (7-0)

FORMATION OF POSITION ANALYSIS COMMITTEE. – MOTION (Vosen, Brady): Create a special personnel committee to review the proposed library staff positions and job descriptions. The members of the committee will be Nelson, Smith, Lloyd and Michelle Tucker, Village of Germantown Deputy Clerk. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 28, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Connie Lloyd
Administrative Assistant
Germantown Community Library