

## GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING  
February 19, 2020  
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, February 19, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz, Joletta Kerpan, Dennis Myers. **Members absent:** Charlene Brady, exc., 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 (Kerpan, Vosen): Approve the minutes of the January 22, 2020 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 19, 2020: Board Checking Account - \$1,564.34; Board Savings Account - \$5,052.32; GCL Building Fund - \$17,410.43 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$15,895.65; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. This will be reflected on the next Treasurer Report. MOTION (Myers, Nelson): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Kerpan): 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 Potratz, aye; Trustee Kerpan, aye; Trustee Myers, aye.

BUDGET PRINTOUT. The final December 2019 and the monthly January 2020 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

### REPORTS

CORRESPONDENCE. Nelson. None

VILLAGE. Myers. Myers handed out a West Bend Daily news article from February 6<sup>th</sup> 2020 titled 'National poll: Libraries more popular than going to movies'. He provided information on road updates in the village.

COUNTY. Vosen and Smith. The Washington County Library Services Board next meeting will be held in April, 2020.

SYSTEM. Nelson and Smith. The Monarch Library System Board meeting was held on February 13, 2020. Jennifer Chamberlain, Monarch Library System Director, shared information from the PSLR study results. Smith has included some of this in the Director's Report.

PRESIDENT'S. Nelson. Nelson attended the Monarch Library System Board meeting on February 13, 2020.

DIRECTOR'S. Smith. January statistics were provided. We had an 8.0% increase in overall circulation in January and 8.4% year-to-date. Youth Services held their first Teen Movie Night with the assistance of the Teen Advisory Volunteers and had attendance of 17 teens. Smith provided annual statistics. Myers proposed presenting the library annual report information to the Village Board in May 2020. Full details are covered in the written Director's Report.

### UNFINISHED BUSINESS

ACT 420 PAYMENTS – Information was covered in the Director's Report.

SUMMER SATURDAY HOURS – Smith provided information regarding the possibility of keeping the library open on Saturdays in the summer to 4 p.m. rather than reducing the closing time to 3 p.m. as we have done in the past. MOTION (Vosen, Nelson): Move to stay open on Saturdays until 4 p.m. year-round. Motion carried (5-0).

DONATION BROCHURE – Smith presented a draft of an updated donation brochure that includes our old and new donation opportunities. Additional discussion included how to use the Donor Tree to recognize donations. Vosen will continue to research alternatives for this display. This will be followed up at future meetings.

#### **NEW BUSINESS**

LIMITED SERVICES ON SATURDAY, OCTOBER 24, 2020 – Smith requested the library offer reduced services on Saturday, October 24<sup>th</sup> to allow staff time to setup for the Haunted Library program that will be held that afternoon and evening. MOTION (Vosen, Myers): Accept the Treasurer’s Report as printed. Motion carried (5-0).

2019 ANNUAL REPORT – Smith provided a final copy of the annual report and the 2019 Annual Report Summary.

#### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, March 25, 2020, at the Germantown Community Library at 6:00 p.m.

Meeting adjourned at 7:16 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library