

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

February 27, 2019

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 27, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Daniel Wing (arrived at 6:25 p.m.). **Members absent:** Brenda O'Brien, 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 (Brady, Nelson): Approve the minutes of the January 23, 2019 with noted corrections. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of February 27, 2019: Board Checking Account - \$2,868.94; Board Savings Account - \$5,127.14; GCL Building Fund - \$45,173.70 [Penny Jug - \$1,656.62] [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- \$15,584.19; Building Fund CD Account #4- \$15,385.14. **MOTION (Nelson, Kerpan):** Accept the Treasurer's Report as printed. Motion carried (5-0).

ACCOUNTS PAYABLE. **MOTION (Vosen, Kerpan):** Approve the schedule of operating vouchers which includes the painting expenses, \$5,343, from the Capital Projects Fund of 40-100-110-3030 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.

BUDGET PRINTOUT. The final 2018 and February 2019 Village Capital Projects Fund and General Ledger Trial Balance were reviewed. It was confirmed that Unemployment Payments are taken out of the 'General Fund' account rather than the 'Salary' account because the individual is no longer an employee. Trustee Wing asked for clarification when the Library Board is required to hold a 'Roll Call Vote'. Lloyd will meet with the Village and provide an update at the next meeting.

REPORTS

CORRESPONDENCE. Nelson. A 'Thank you' letter was sent to the family of Marlene Hessler for the donation of \$140 in her memory.

VILLAGE. None.

COUNTY. Vosen. The next meeting will be in April, 2019.

SYSTEM. Nelson and Smith. The next Monarch System Board meeting will be March 14, 2019. The Monarch System Board voted to seek an Interim Director. The Bed Bug Policy was reviewed and approved.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. January circulation and program statistics were provided. Increases continue over same period last year. Smith will present the Library Annual Report to the Village Board on March 18, 2019. Smith received checks for 2017 circulation reimbursement from Dodge County for \$455.00, Fond du Lac County for \$352.93, and Waukesha County for \$712.00 for payment of non-librared circulation at GCL. Smith also provided the Washington County check which included 4th quarter 2018 reimbursement of \$70,318, a 5% 2018 Reserve Fund Distribution of \$13,212, and 2018 TEACH data line for \$600. Winter/Spring programming is going very well. About 125 people attended Chocolate Olympics and 425 people attended Pout-Put Fish (3 shows), and 110 people attended the STEAM Open House. We promoted a Library Page II to an open Tech Services Assistant position. Teach leaders are working on completing annual staff performance reviews. At this time new job titles and descriptions and goals for 2019 were also reviewed with staff. Outreach continues with Washington County Outreach Services, GHS Spanish Classes and Momentum Early Learning.

UNFINISHED BUSINESS

2019 SATURDAY HOURS – Smith provided a summary of the annual staffing cost to be open from 3-4 p.m. on Saturdays. After discussion, it was decided to defer any decision until after strategic planning and public input was received.

UPDATE ON STAFF WORK ROOM FURNITURE PLAN – Lloyd provided an update on the furniture project. The library painting project has been completed. The first batch of old furniture was donated to Habitat RESTORE and St. Vincent de Paul. DPW took several pieces for recycling. Staff took remaining pieces of furniture that were planned to be discarded. The staff workroom furniture will be installed by mid-March. The Youth Services Desk and Adult Reference Desk furniture, funded by the Friends of the Germantown Community Library, will be installed in late March or early April. We have requested a bid to redesign how the donor plaques in the lobby are hung. A proposal and design will be available at the next meeting.

POSSIBLE ADDITIONAL FUNDING OF PAINTING OF HEAT VENTS IN THE LIBRARY – There was discussion on the options of painting the metal heating vents in the Library and Community Rooms which were not included in the original Village painting project. The options included powder coating or a specialize painting process. Merits of both methods were discussed and the powder coating method was selected. Timing of the project and deciding which areas would be done was differed to the next meeting.

NEW BUSINESS

DELIVERY METHOD OF LIBRARY BOARD PACKET – There was discussion of changing the delivery method of Board packets from paper to electronic. It was decided we would move to electronic delivery in the future. Lloyd will work in the coming months to have Library email accounts setup for those that do not have a Village or School email address.

2018 COUNTY CARRYOVER FUNDS TO 2019 –

ALLOCATION OF 2018 WASHINGTON COUNTY CARRYOVER FUNDS. MOTION (Nelson, Vosen): Move to accept allocations of 2018 Washington County Over Budgeted Funds of \$31,187.00 and 2018 4th Quarter extra Washington County Non-librariated Circulation Funds of \$12,000 for a total of \$43,187.00 to the following accounts: \$25,000.00 to 10-551-530-3150, \$5,000.00 to 10-551-530-3610, \$8,000 to 10-551-530-3645, \$3,000.00 to 10-551-530-3821, \$2,187.00 to 10-551-530-7700. Motion carried (6,0).

2018 DPI ANNUAL REPORT – Smith provide a copy of the prepared DPI annual report document for review. No changes were made. Nelson and Smith signed the report and Smith will submit electronically the next day on the 24th.

2018 ANNUAL REPORT DOCUMENT – Smith provided a draft of the Library annual report document that she will present to the Village Board on March 18, 2019 which summarizes activities for 2018..

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, March 27, 2019, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library