

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

May 27, 2020

Germantown Village Hall and WebEx

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:03 p.m. on Wednesday, May 27, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan (WebEx), Brenda O'Brien. **Members absent:** Christa Potratz (exc.), Jolene Pieper (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Village of Germantown Support Services Manager, Michelle Tucker. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda as printed. Motion carried (5-0).

MOTION (Vosen, Brady): Approve the minutes of the April 22, 2020 meeting as printed. Motion carried (5-0).

MOTION (Vosen, Kerpan): Approve the minutes of the May 20, 2020 special meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of May 26, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,053.80; GCL Building Account - \$17,415.53 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,084.87; Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. Vosen asked for recommendation for CD #1 which will expire 6/5/20. MOTION (Brady, Nelson): Recommend to rollover CD #1 to the shortest term available. Motion carried (5-0). MOTION (Brady, Nelson): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Nelson): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. Smith mentioned that ordering of new materials was cut to 75% of normal monthly budget allowance due to less items being checked out during COVID-19. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The monthly April 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Pieper. None.

COUNTY. Vosen and Smith. None. The next meeting will be held August 20, 2020. Plans for the Washington County libraries study is on hold due to COVID-19.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board met May 14, 2020 online. The Monarch Library System Directors continue to meet online every Friday. Smith provided an updated list of Monarch library re-open dates and plans. Waukesha libraries have not re-opened yet. The earliest would be June 1. Discussions included: Curbside Pickup, re-opening plans, increased delivery service, online programs/summer reading, budgets and county funding, Fall marketing campaign and ILS server upgrade. The State of Wisconsin does not have a date to resume statewide delivery at this time. Interviews for the Monarch Library System Director open position will be scheduled in late May.

PRESIDENT'S. Nelson. None.

DIRECTOR'S Smith. April statistics were provided. Due to the closure of the library, circulation statistics reflected a -91.5% decrease in overall circulation in April and -30.7% year-to-date. Germantown did have a 57.8% increase in the use of digital materials using Overdrive and a 151.7% increase using RB Digital. Patrons also have access to the Transparent Language digital service, and 7 video streaming channels through RB Digital. All programs through August have been cancelled. Weekly virtual storytime continues through Facebook with an average of 500 views per week. Grab & Go craft kits are available at Curbside Pickup. Over 340 kits were handed out. Teen & adult kits will start later this week. Stay-at-Home Bingo runs through June 13. Over 225 patrons participated in our online programming survey. All staff have returned to work normal hours as of May 11 with exceptions for staff using FMLA. Adjustments have been made to assigned duties to account for added Curbside Pickup and phone services. Social distancing of staff and the requirement to wear face masks have been extended to all returning staff. Adult and Youth Services are working with the State to implement an online Summer Reading program called BeanStack to begin June 15, 2020. Many building, furniture layouts, and procedures were modified to prepare to open to the public on May 21. Updates to the YA Graphic Novels, YA audiobooks, Newspapers, Magazines, DVDs, Children's Music CDs and Adult Music CDs areas were completed during the closure to the public. Weeding of all Children's and Juvenile collections were also completed. Lloyd received a mini-grant to purchase three Hearing Loops to have one at each service desk. Staffing changes included the promotion of a Library Page I to fill an open Library Assistant position. A Library Page I was hired to fill that opening. Circulation is looking to hire two additional Page I positions to fill future vacancies on two high school seniors leaving for college.

UNFINISHED BUSINESS

COVID-19 UPDATE ON REOPENING OF LIBRARY – Smith provided an update on the status of the library re-opening. Patrons that have entered the building are very happy to be able to use some services again. Curbside Pickup continues to be used for patrons not ready to enter the building and are very appreciative that we are continuing to offer this service after we opened the building to the public. Smith provide details statistics of Curbside Pickup usage and in person traffic. We averaged 20-35 patron visits per day, 50-75 appointments per day and an average of 280 items checked out per day. Most patrons are doing quick browsing, using the Internet computers, and reading the newspaper. O'Brien mentioned that Curbside Pickup will continue to be needed and asked if we considered expanding this service. Smith indicated the hours and appointments we have available are meeting the patron demand but will monitor the need. Brady mentioned we may need to update our TXT notification messages to include the library phone number. Lloyd will look into this. Nelson asked the re-opening status of other libraries within the State. Smith indicated the majority remain closed with some planning to re-open in June or later.

NEW BUSINESS

NONE.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, June 24, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:36 p.m.

Respectfully submitted,
Connie Lloyd
Assistant Director
Germantown Community Library