

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

June 24, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, June 24, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Joletta Kerpan, Brenda O'Brien, Christa Potratz, Jolene Pieper. **Members absent:** Charlene Brady (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Kerpan): Approve the agenda as printed. Motion carried (6-0).

MOTION (Vosen, Pieper): Approve the minutes of the May 27, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 23, 2020: Board Checking Account - \$2,114.35; Board Savings Account - \$5,054.20; GCL Building Account - \$17,416.91 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Vosen renewed CD #1 for 13 months at .85% interest rate. Building Fund CD Account #2- \$16,361.35; Building Fund CD Account #3- \$16,024.07; Building Fund CD Account #4- \$15,769.41. MOTION (Nelson, O'Brien): Accept the Treasurer's Report as printed. Motion carried (6-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Pieper, Kerpan): Approve the schedule of operating vouchers and credit card transactions and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly May 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. Utility use was down again in May. Salaries were also down while part-time staff continued to be on reduced hours in May.

### REPORTS

CORRESPONDENCE. Nelson. None. Vosen noted she received a donation to purchase a patio brick and it has been ordered. Lloyd should notify Vosen and Smith when it is delivered to the Library.

VILLAGE. Pieper. The Village sent out the new Washington/Ozaukee County Health Department re-opening blueprint. The Village Board voted that Village employees are not required to wear face masks at Village Board Meetings. Smith indicated the library employees will continue to wear masks due to the work environment.

COUNTY. Vosen and Smith. The next meeting will be held August 20, 2020. The Library Directors have resumed meeting to finalize their Washington County Library Study and recommendations. They plan to meet with the County Administrator to review their findings.

SYSTEM. Nelson and Smith. Nelson indicated the Monarch Library System Board met June 11 online. The Monarch Library System Directors met on June 11 online. They also continue to meet online every Friday to discuss current topics regarding COVID impact on operations. Jennifer Chamberlain's last day was June 1, 2020. Interviews for the Monarch System Director position took place for the top three candidates. Monarch delivery has expanded to three days a week.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. May statistics were provided. Due to the closure of the library for part of the month, circulation statistics reflected a -49.0% decrease in overall circulation in May and -29.3% year-to-date. It is expected circulation will continue to be below previous years as the COVID pandemic

continues. Germantown did have a 44.7% increase in the use of digital materials using Overdrive and a 114.5% increase using RB Digital during May. Adult book clubs will begin meeting in July. The first virtual Memory Café program will be June 25, 2020. Ordering of new material has resumed to normal. Library Express bags continue to be popular. There were 69 adult and 186 youth bags requested in May. The online Summer Reading program, BeanStack, began June 15, 2020. Smith mentioned additional Virtual programs, At Home Kits and Grab & Go Kits started June 15, 2020. Virtual Storytime had 6,088 in attendance in May. There has been a dramatic increase in Grab & Go Kits for kids picked up since the Summer Reading Program began. The Stay-at-Home Bingo had 179 participants. Social distancing and the requirement to wear face masks continues for staff. The Circulation team is preparing to hire two high school Library Page positions to replace two staff leaving for college in August. A Library Specialist position opened was filled internally by a Library Page I. That position was filled by a high school student. Tech Services is looking to hire a Tech Services Assistant in August for an upcoming opening. Additional plexiglass shields have been ordered to replace the election units loaded to the library by the Village.

### **UNFINISHED BUSINESS**

COVID-19 UPDATE ON REOPENING OF LIBRARY – Smith provided an update on the status of the library re-opening plan presented and approved in May 2020. She also provided an infographic summarizing the services available at each phase of reopening. In addition, she included a copy of the DPI ‘Public Libraries Reopening Guide’ and the Washington/Ozaukee County Health Department update published June 17, 2020. The reopening has been smooth, and overall patrons are appreciative of the services that are offered at each phase. Members asked O’Brien if plans had been finalized regarding reopening the schools in the Fall to determine potential impact on library services. She indicated there is a committee reviewing options and they will bring a recommendation to the School Board in July.

### **NEW BUSINESS**

LIBRARY BOARD MEMBER CONTACT INFORMATION ON WEBSITE – Smith proposed contact information for the Library Board members, Library Director and Assistant Director be added to the Library website. Board members mentioned they supported adding their library email addresses only. Work and direct work phone extensions were supported for the Director and Assistant Director.

RESULTS OF VIRTUAL & CURBSIDE PROGRAM SURVEY – Smith provided a summary of the survey results collected May 5 – 17, 2020. There were 226 responses. The highest level of interest in all four age groups breakouts were Curbside Pickup (ranged 53-89%) and Grab & Go Craft/Activity Kits (ranged 28-54%). Other areas of interest included Virtual Storytime, Craft/Activity Videos for Teens and Adults, and Virtual Tech Talks. All of these services are now offered. The results also included 59 comments. Most of the comments were very positive. Many were happy we continued to offer Curbside Pickup after the building reopened and the start of the Express Bag service. Smith and Lloyd provided Curbside Pickup appointment statistics. The volume has reduced since the library opened. However, it still used daily by patrons that are uncomfortable or unable to come into the building.

JOB DESCRIPTION & STARTING WAGE: LIBRARY PAGE I AND LIBRARY PAGE II POSITIONS – Smith provided a report summarizing her recommendation to update the Library Page I and Page II job descriptions positions and base hour pay to reflect the increased responsibilities added since the restructuring in January 2019. Based on the increased responsibilities outlined in the proposed job descriptions, Smith proposed increasing the base hourly rate as follows: Library Page I - \$8.00/hour and the Library Page II - \$9.00/hour. This would have a net annual increase to the budget of \$75/year. The affect is minimal because the funds are being reallocated from a Library Specialist position. There are currently two Library Page II employees not making this proposed rate. Motion (Vosen, Pieper): Move to increase base pay for Library Page I to \$8.00/hour and for Library Page II to \$9.00/hour. Motion amended (Poletta, Vosen): Move to make this effective May 21, 2020 for the two staff members not

currently at this new rate. Motion carried (6-0). Motion (Pieper, Vosen): Move to approve changes to the Library Page I and Library Page II Job Descriptions as printed. Motion carried (6-0).

ALLOCATION OF 2019 COUNTY CARRYOVER FUNDS TO 2020 BUDGET – Smith provided a summary of the history of the Washington County Library Funding and why there is a difference between what is budgeted and the amount the library receives each quarter. Because of this difference, Smith must propose which accounts should be adjusted each quarter. Currently, the actual amount exceeds the budgeted amount. Smith proposed the accounts and amounts affected. Motion (O'Brien, Vosen): Move to accept allocation of the 2019 County Carryover of \$16,500 to the following accounts: \$15,000 to 10-551-530-3150 and \$1,500 to 10-551-530-7710. Motion carried (6-0).

ALLOCATION OF 2019 4<sup>th</sup> QUARTER COUNTY FUNDS, 2019 5% COUNTY FUNDS, AND 2020 1<sup>ST</sup> QUARTER COUNTY FUNDS TO 2020 BUDGET – Smith proposed how to allocate each of these funds. Usually the 2019 4<sup>th</sup> Quarter and 5% County Funds would have been handled at an earlier Board meeting. However, due to the COVID-19 pandemic this was deferred. Motion (O'Brien, Vosen): Move to accept allocation of \$24,500 from 2019 4th Quarter, 2019 5% Reserve Funding and 2020 1st Quarter to the following accounts: \$5,000 to 10-551-530-3610, \$5,000 to 10-551-530-3645, \$2,500 to 10-551-530-3665, and \$12,000 to 10-551-530-3821. Motion carried (6-0).

#### **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, July 22, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,  
Connie Lloyd  
Assistant Director  
Germantown Community Library