

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

July 22, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:01 p.m. on Wednesday, July 22, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Brenda O'Brien, Christa Potratz, Jolene Pieper. **Members absent:** Joletta Kerpan (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Pieper, Vosen): Approve the minutes of the June 24, 2020 meeting with two typing corrections and correcting Brady to Pieper for the second motion to approve the minutes. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of July 22, 2020: Board Checking Account - \$2,214.35; Board Savings Account - \$5,054.64; GCL Building Account - \$17,418.44 [Penny Jug - \$1,801.53] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; 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, Brady):** 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 Brady, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly June 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. **MOTION (Pieper, Nelson):** Accept the Revenue & Expense and General Ledger reports as printed. Motion carried (6-0).

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to Glenn and Ann Scharfenberger for their \$100 donation for a patio brick.

VILLAGE. Pieper. The Village Board approved the roof replacement project for the Library and Village Hall by Integrity Roofing. The Library portion approved is \$124,950.

COUNTY. Vosen and Smith. The next meeting will be held August 20, 2020. The Library Directors continue work to finalize their Washington County Library Study and recommendations to be presented at the August 20, 2020 meeting.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on July 9 online. They also continue to meet online every Friday to discuss current topics regarding COVID impact on operations. Kimberly Young was hired as the new director of the Monarch Library System on July 2. She will start on July 20. Beaver Dam will be joining the Monarch System ILS in 2021 after 5 years as a stand-alone system. The WLA conference in October has been cancelled. The system has joined a campaign with Bridges like last year called "Get Your Library Card" that will be in September 2020. The Monarch Library Board approved spending \$5,575 which includes website and social media advertising and one billboard for each county.

PRESIDENT'S. Nelson. Nelson asked Smith about the deadline for her six-month performance review. Smith will check with Village Hall.

DIRECTOR'S. Smith. June statistics were provided. Due to the reduced hours of the library and the COVID pandemic concerns, physical circulation statistics continue to be lower than past years while digital circulation continues to be higher. There was a -9.6% decrease in overall circulation in June and -25.6% year-to-date. It is expected circulation will continue to be below previous years as the COVID pandemic continues. Germantown did have a 26.6% increase in the use of digital materials using Overdrive and a 51.2% increase using RB Digital during June. RB Digital was acquired by Overdrive. Smith also provided updated Curbside Pickup statistics. The service continues to be used regularly and is appreciated by those patrons that are not ready to enter the library due to COVID-19. Staff participated in the Village of Germantown "Reverse" 4th of July Parade. Adult book clubs began meeting this month. Library Express bags, Grab & Go Kits, Virtual programs, Facebook & YouTube Videos and At Home Kits continue to be popular. Potratz commented how nice the craft kits have been and she wanted to recognize the staff for their great job making them and continuing to get them out to the patrons. Smith reported statistics of all the programs in her report. The online Summer Reading program, BeanStack, currently has 700+ participants. The library is currently hiring for: Library Specialist, Tech Services Assistant and two Library Page I. Hearing loops were installed at each service desk. The adult non-fiction collection is being significantly weeded to allow for shifting in the adult fiction and non-fiction areas. Ongoing adjustments for COVID-19 continue in procedures and PPE equipment. A shelving project has been started to use extra shelving to replace mismatched shelves and purchase shelving to complete remaining open areas in current sections.

UNFINISHED BUSINESS

COVID-19 UPDATE ON LIBRARY SERVICES – Smith provided an update on the status of the library re-opening plan presented and approved in May 2020. The library increased capacity from 25% to 50%, re-opened the Open Holds shelves on July 6, re-opened the Friends ongoing Book Sale on July 6, and added on-line Curbside Pickup scheduling for patrons on July 20. Operations continue to go well. The primary concern of staff is patrons that are not wearing masks inside the library. Smith asked if the Library Board would like to consider requiring patrons to wear masks inside the library. The Board mentioned that many large retailers have announced the requirement to wear masks. They felt more patrons would start wearing them at the library as it becomes more common and people get comfortable wearing them. It was discussed that the library is following the current CDC, State, County and Village guidelines which do not require masks. However, to increase safety for staff and patrons, Smith will change signage to highly recommend wearing masks. This will be readdressed at the next meeting.

NEW BUSINESS

2021 BUDGET UPDATE – Smith attended a preliminary budget meeting with Village Administrator Kreklow and his staff Braunschweig and Rath. The Library is not asked to make budget cuts at this time. Smith is waiting for the Washington County budget figure for libraries. The status of staff raises is unknown at this time.

FINES & FEES (discussion) – Smith provided a background on the current movement of many libraries within the Monarch Library System and surrounding systems that are reducing or eliminating overdue fines to patrons. Smith indicated she wanted to start the discussion to determine how the Germantown Community Library would like to approach this topic. The Board requested Smith present at the next meeting the reports she offered that summarize the fines & fees of surrounding communities, the impact on those libraries, and our fine revenue by collection for each year beginning in 2017.

ELECTION OF OFFICERS – MOTION (Brady, O'Brien): Nominate Nelson as President, Vosen as Treasurer and Potratz as Vice President to replace Brady. Motion carried (6-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, August 26, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:16 p.m.

Respectfully submitted,
Connie Lloyd
Assistant Director
Germantown Community Library