

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

September 23, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:02 p.m. on Wednesday, September 23, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Brenda O'Brien, Christa Potratz, Jolene Pieper (online). **Members absent:** Joletta Kerpan (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd (online). Proper notification of the meeting had been given.

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

MOTION (Vosen, Brady): Approve the minutes of the August 26, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 25, 2020: Board Checking Account - \$2,539.34; Board Savings Account - \$5,055.50; GCL Building Account - \$17,463.34 [Penny Jug - \$1,843.47] [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. The Building Fund CD Account #4 matures October 25, 2020. Vosen asked the Board for their recommendations on renewal of the CD. Vosen will get options from the bank and discuss with Nelson regarding length of CD for renewal based on current rates. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (6-0). 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. 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 August 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. The library portion of the re-roofing project started today. Smith mentioned the library entrance has been re-routed today and tomorrow while they re-roof above the entrance. DPW provided updated information on the status of fixing the library air conditioning unit. DPW provided initial high level estimates to compare a short term fix with a full unit replacement which would be in the area of \$42,000. DPW asked Smith to get input from the Library Board if they would be willing to assist funding a replacement unit. Board members shared the current unit is over 20 years old and were supportive to use Capital Funds to cover 50% of expenses. Smith will forward their feedback and bring back specific information and costs from DPW as it becomes available and to seek formal Board approval.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to Madeline Cederle for a donation to the library.

VILLAGE. Pieper. The lawsuit with the former library employee was settled. Further information will be covered under New Business.

COUNTY. Vosen and Smith. The Library Directors presented the recommendations from the Washington County Library Study at the September 17, 2020 meeting to the Washington County

Administrative Committee. Meetings also took place with the five municipal administrators, library directors and Washington County Executive and Clerk earlier that week. The library budget was presented with a flat amount of \$1.6 million. A special meeting will be held regarding approval of the 2021 budget in October.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on September 10, 2020 online. Mark Hanson, the Monarch Library System Board President has stepped down which creates an opening on the Board.

PRESIDENT'S. Nelson. None

DIRECTOR'S. Smith. The North Shore Bank coin drive resulted in a donation of over \$1,400 for the library. There will be a formal presentation from North Shore Bank representatives in the future. August circulation statistics were provided. There was a -12.6% decrease in overall physical + electronic circulation in August and a -22.7% decrease year-to-date. Physical circulation continues to be impacted by COVID-19 pandemic and reduced hours. Digital circulation continues to increase. Smith provided an update related to COVID services which included adding additional Plexi-glass units to the Welcome Desk and Adult Service Desk. Staffing changes include interviewing for the open Library Specialist and Page II positions. One challenge is staffing the new Welcome Desk which was added due to COVID. We are interviewing for part-time temporary staff to fill these shifts. Most meetings continue to be held remotely. Smith provided programming statistics and a comparison between in-person programs held at the library during the summer of 2019 and virtual or Grab & Go options held in 2020 due to COVID. Due to the flexibility of these options (example: patrons can pick up a Grab & Go kit at anytime during the week) most programs are seeing an increase in attendance. The library continues to focus on virtual and Grab & Go programming for the fall. Virtual Storytime resumed on September 18. An Early Literacy Book Walk is being held this month at Kinderberg Park. The library went Fine Free for all children and young adult materials. Overdue fines for DVDs/Blu-ray were reduced from \$0.50 per item per day to \$0.10 which matches all other material in the library. This was effective, September 14 with positive feedback from patrons.

UNFINISHED BUSINESS

2021 BUDGET UPDATE – The Library portion of the budget was approved by Village administration. Smith will present the library budget to the Village Board on Thursday, October 15, 2020. Challenges continue with not knowing what percentage of the 2021 Washington County Library budget of \$1.6 million will be allocated to Germantown.

WASHINGTON COUNTY JOINT LIBRARY STUDY – Smith provided a final copy of the Washington County Joint Library Study that was presented on September 17, 2020. It included a summary sheet with key takeaways. The presentation went very well. Nelson attended the meeting.

DONATION BROCHURE – Smith presented a draft of an updated brochure for review. Discussions took place on procedures with the Friends accepting new donations due to COVID and marketing Amazon Smile. Vosen stated that the Friends will still be accepting new donations in the future so it was agreed to leave it on the brochure. Smith explained that Amazon only allows electronic marketing and does not allow printed marketing of the Amazon Smile feature.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, October 28, 2020, at 6:00 p.m. at the Germantown Community Library.

Respectfully submitted,
Connie Lloyd
Assistant Director
Germantown Community Library

NEW BUSINESS

UPDATE ON HILDEBRAND CLAIM

MOTION (Vosen, Nelson): Move to adjourn to closed session. 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).

The Germantown Community Library was called into closed session by Nelson at 6:45 p.m.

MOTION (Vosen, Nelson): Move to re-enter Open Session. 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).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:01 p.m.

Meeting adjourned at 7:01 p.m.

Respectfully submitted,
Trisha Smith
Library Director
Germantown Community Library Board