

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

October 28, 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, October 28, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Brenda O'Brien, Christa Potratz, Jolene Pieper. **Members absent:** None **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 (7-0).

MOTION (Vosen, Brady): Approve the minutes of the September 23, 2020 meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of October 27, 2020: Board Checking Account - \$2,539.34; Board Savings Account - \$5,055.92; GCL Building Account - \$17,464.78 [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 received two rate options from the bank: 13 months at 0.6% or 25 months at 0.85%. MOTION (Brady, Nelson): Renew CD #4 for a period of 13 months at 0.6%. Motion carried (7-0). MOTION (Pieper, Nelson): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, 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 Brady, aye; Trustee Kerpan, aye; Trustee O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (7-0).

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

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to North Shore Bank in Germantown for the coin collection drive donation to the library for \$1,407.05.

VILLAGE. Pieper. None.

COUNTY. Vosen and Smith. The Washington County Library Services Board met on October 15, 2020. The county library budget was passed with a flat levy of 1.6 million. The capital offset funding of \$116,000 will be redistributed to the circulation funding and divided up between the five Washington County libraries based on percentage of physical item checkout. The next meeting will be in January 2021.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on October 8, 2020 online. The system "Get Your Library Card" campaign is going well. The next campaign will be to promote the Libby application. The state required annual meeting between Germantown Community Library and Monarch Library System with Menomonee Falls Public library and Bridges Library System was held September 22, 2020 to discuss denial of services of Village of Germantown residents at Menomonee Falls Public

Library. As of May 2018, Germantown Community Library lifted its ban on Menomonee Falls residents. Since that time Menomonee Falls residents checked out 2,659 items in 2019 and 2,377 in 2020 (January – September). No charges were made.

PRESIDENT’S. Nelson. None

DIRECTOR’S. Smith. September circulation statistics were provided. There was a 3.0% increase in overall physical + electronic circulation in September and a -20.2% decrease year-to-date. This was the first month since March that had an increase in circulation. 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 hiring four temporary staff for the new Welcome Desk through December. Wisconsin DPI updated their quarantine recommendation of materials to 24 hours. We can accommodate 48 hours so will continue to quarantine for 48 hours. All plexiglass has been installed at all service desks. Most meetings continue to be held remotely. The library continues to focus on virtual and Grab & Go programming for the fall. The first Book Walk was a success. The Mystery/Thriller online book group is going well, and another adult evening online book group will begin in November. The Germantown Christmas Festival will be virtual this year with a variety of activities from November 14 – December 4. The Friends will start their annual Holiday Book & Basket Sale on November 14 with modifications due to COVID. The Friends are offering on-going sale of paperbacks now through mid-November. The library went fine free for all children’s and young adult material and reduced all DVD/Blu-ray fines from \$0.50 to \$0.10. Planning has begun for the new video game collection. Six Circulation Desk computers were replaced as part of the technology strategic plan. The new roof replacement is complete. The shelving project was finalized and will be installed in December. Smith received the Washington County 3rd Qtr 2020 Reimbursement for \$74,032 and \$600 for the TEACH Data Lines to be applied to GCL County Revenue. The Germantown Area Chamber of Commerce donated \$292.92 reimbursement for Christmas Festival expenses and applied to the GCL Program Account. Library Board donations include \$500 from Mary Kugel and \$20 from the Johnson family to be applied toward programming supplies.

UNFINISHED BUSINESS

2021 BUDGET UPDATE – The Library portion of the budget was preliminary approved by the Village Board Finance committee. The final hearing will be Monday, November 16, 2020.

NEW BUSINESS

CIRCULATION POLICY – Smith presented an updated Circulation Policy to include updated fine structure and wording for a new video game collection that the library will be offering in 2021. It was also suggested to reduce the maximum overdue fine limit per item from \$7.50 to \$5.00 as a result of reducing the overdue fines for DVDs/Blu-ray items. MOTION (Brady, Vosen): Approve the proposed Circulation Policy with the addition of adding wording on Page 1 under Library Card Registration regarding Digital Library Card availability. Motion carried (7-0).

EXTENSION OF FRIDAY LIBRARY HOURS – Smith presented a proposal to resume Friday hours to be open until 5:00 p.m. MOTION (Pieper, O’Brien): Approve the proposed change to be open Fridays until 5:00 p.m.. Motion carried (7-0).

2021 CLOSED & BOARD MEETING DATES – Smith presented proposed dates for the library to be closed in 2021 and for board meeting dates. July 4 falls on a Sunday and Christmas falls on a Saturday. At the time of the meeting the Village did not have their proposed closure dates. It was decided to defer further discussion until the November meeting.

DISCUSSION OF BENEFITS FOR FULL-TIME LIBRARY EMPLOYEES – Smith asked the board for their input regarding industry trends for hourly full-time employees working 32+ hours. She explained the library follows the village policy which offers hourly full-time employees working less than 40 hours, paid time off after 5 years of service. This applies to holiday, vacation and sick paid time. Smith will gather more information about trends in libraries and discuss with village administration trends in other villages. Discussion will continue at the November meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, November 18, 2020, at 6:00 p.m. at the Germantown Community Library.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library