

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

November 28, 2018

GCL Community Room

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, November 28, 2018. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Daniel Wing. **Members absent:** Christa Potratz, exc., Brenda O'Brien, unexc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Approve the agenda with a change to item 'X'. Change the Wis. Stats. 19.85 (1) (f) to 19.85 (1) (c). Motion carried (5-0).

MOTION (Wing, Kerpan): Approve the minutes of the October 17, 2018 as printed. Motion carried (5-0).

MOTION (Wing, Kerpan): Approve the minutes of the Special Personnel Committee Meeting on November 15, 2018 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 28, 2018: Board Checking Account - \$2,782.47; Board Savings Account - \$5,125.21; GCL Building Fund - \$45,069.82 [Penny Jug - \$1,617.30] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$15,776.93; Building Fund CD Account #2- \$15,607.43; Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14; Dhein Memorial CD Account - \$1,582.40; Hampel Memorial CD Account - \$1,308.87. Building Fund CD Account #3 was rolled over for 13 months at 2.58/2.61% interest. When the Dhein Memorial and Hampel Memorial CD Accounts mature on 1/4/19 and 12/12/18, respectively, move the balances to the Board Checking Account to be used to purchase books based on the original wishes of the donors. **MOTION (Brady, Nelson):** Accept the Treasurer's Report as printed. Motion carried (5-0).

ACCOUNTS PAYABLE. **MOTION (Vosen, Brady):** Approve the schedule of operating vouchers and forward them to Village Hall for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Wing, aye.

BUDGET PRINTOUT. The November 2018 report and the Village Capital Projects Fund and General Ledger Trial Balance were reviewed. Smith provided the 2nd and 3rd quarter Washington County Distribution of Funds Report, Germantown 2nd quarter distribution was \$63,555.00 and the 3rd quarter distribution was \$62,327.00.

REPORTS

CORRESPONDENCE. Nelson. No correspondence this month.

VILLAGE. Wing. The Village budget was passed on November 19th without further changes.

COUNTY. Vosen. The Washington County Library Services Board met on October 18th, 2018. The movement of designated funds were approved. The next meeting be on January 17th, 2019 at 1:30 p.m..

SYSTEM. Nelson and Smith. The System event held at Pioneer Village in Saukville on 10/20/18 was successful despite poor weather. Amy Birtell, System Director, is out on Medical Leave. Germantown is hosting the Circulation Committee meeting on November 29th. The next Monarch System Board meeting will be in December. The system Directors met on November 8th and approved that a library can waive another library's fines and fees under \$50 for its expired patrons (based on each library's policies).

PRESIDENT'S. Nelson. The Christmas Parade and festivities on 11/10/18 was a success and well attended. The library stayed open until 5:00 p.m..

DIRECTOR'S. Smith. October circulation statistics were provided. Increases continue. Percentage increases from the prior year were added. October had a 20% increase in circulation over the same period in 2017. Smith submitted donations from Gerald and Linda Kirkeeng of \$75 in memory of Vivian Prinz to be used for senior programming and from Ken and Linda Smith for \$100 to purchase a brick to be used for second floor expenses. The final report from the state PLSR Redesign Project is planned to be released in December. Weeding continues in the Young Adult and Juvenile collections. Planning for the 2019 Spring programming is complete. Planning continues for the updated furniture projects within the library. We

will be hiring 2-4 staff in the Circulation Department and 1 staff member in the Adult & Youth Services. The Technical Services team are being trained on cataloging audio/visual material. A number of regular and special library programs were listed. Outreach services continue for Fairway Knoll and the GHS Spanish Classes in addition to attending the Kennedy Middle School and Germantown High School Parent/Teacher Conferences.

UNFINISHED BUSINESS

2019 BUDGET. – The final village budget was approved without changes at the November 19th meeting.

2019 CLOSED DATES. – MOTION (Vosen, Nelson): Approve the proposed library closed dates and library board meeting dates as presented. Motion carried (5-0).

NEW BUSINESS

2019 SATURDAY HOURS – Smith is proposing to consider having standard Saturday hours year round rather than changing the hours during the summer months. From Labor Day to Memorial Day the Library is open 9-4. During the summer months the hours are 9-3. This causes confusion with patrons. In addition, Google misinterprets the information from our website and shows we are open 24 hours which causes additional confusion and frustration with patrons. Smith has attempted to work with Google without success. Circulation statistics for 3-4 p.m. on Saturdays are requested for the next meeting.

APPROVAL OF WASHINGTON COUNTY OUTREACH PLAN FOR 2019 – Smith has requested the Washington County Outreach Services resource be expanded to include the new Fairway Knolls and Senior Center facilities in Germantown. MOTION (Vosen, Nelson): Approve increasing the Washington County Outreach Outsourcing Services contract for 2019 from 5 hours/month to 10/hours per month at \$30.20/hour. Motion carried (5-0).

APPROVAL OF STAFF WORK ROOM FURNITURE PLAN – Smith and Lloyd summarized the results of three vendor proposals to update the staff work room and Circulation Desk furniture updates. A tour was provided of the public and staff areas of the library. MOTION (Nelson, Wing): Approve to spend funds not to exceed \$42,000 for the staff work room furniture and not to exceed \$9000 for the Circulation Desk furniture using leftover Washington County funding from 2018 and 2019 and the Temporary Investment Library 3030- account and the First Bank Building Account for the public service desk. Motion carried (5-0).

PERSONNEL COMMITTEE UPDATE – Item ‘X’ was originally listed on the agenda as a ‘Closed’ session item. However, since there was not information to be shared regarding specific employee information it was changed to be covered in Open session. Smith, Nelson and Lloyd provided information from the committee meeting on November 15th. Smith provided a current and proposed staff organizational chart and a salary comparison analysis with Monarch Grade 3 libraries. MOTION (Vosen, Brady): Approve the new 2018-2019 staffing plan structure with changes to the Library Specialist I and II job description titles as noted. Motion carried (5-0). MOTION (Vosen, Nelson): Add one part-time Adult Services Assistant up to \$12/hour, three part-time Library Specialists up to \$10.50/hour, and one part-time Library Page II up to \$8.25/hour at allocated hours. Motion carried (5-0). The Board requested Smith provide the updated chart at the next meeting and to include which positions are full-time versus part-time and to include how many current and new staff members at each position. Wing requested Smith update the salary comparison analysis to include benefits compensation to be able to compare ‘total package’ compensation. It was decided to focus on the comparison between Menomonee Falls, Mequon, Hartford and West Bend libraries. Smith also noted that our salary numbers are from 2018 and the comparison information is from 2017 public annual report records.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 19, 2018, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Administrative Assistant
Germantown Community Library

ADJOURN TO CLOSED SESSION

MOTION (Vosen, Brady): To convene into Closed Session for agenda item 'Update on Specific Personnel Problems within the Library'. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Wing, aye. The Germantown Community Library Board was called into closed session by Nelson at 8:25 p.m.

MOTION (Vosen, Brady): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Wing, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 8:35 p.m.

Meeting adjourned at 8:37 p.m.
Respectfully submitted,
Joyce Nelson
President
Germantown Community Library Board