

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

January 23, 2019

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, January 23, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Joletta Kerpan, Christa Potratz, Brenda O'Brien. **Members absent:**, Daniel Wing,,exc. **Also present:** Library Director Trisha Smith, Admin Assistant Connie Lloyd. Proper notification of the meeting had been given.

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

MOTION (Brady, Vosen): Approve the minutes of the December 19, 2018 as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of January 23, 2019: Board Checking Account - \$4,106.16; Board Savings Account - \$5,126.49; GCL Building Fund - \$45,128.63 [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 - \$1,598.44; This account matured on 1/4/19, was closed and transferred to checking to purchase children's books per the original wishes of the donor. MOTION (Nelson, O'Brien): Accept the Treasurer's Report as printed. Motion carried (6-0). MOTION (Nelson, O'Brien): Smith received a donation of \$1000 from Mary D. Kugal to be used as needed. Accept Smith's 'Donation Request for Funding' for payment. Motion carried (6-0).

ACCOUNTS PAYABLE. MOTION (Vosen, Kerpan): 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 Potratz, aye; Trustee O'Brien, aye.

BUDGET PRINTOUT. The final December 2018 and January 2019 reports and the Village Capital Projects Fund and General Ledger Trial Balance were unavailable from the Village at the time of the board meeting. Library Board member stipends were changed by the Village to be paid in December and include 5 months (July–November) rather than be paid in January which included December. As a result, the 'Actual' amount was less than the 'Budget' because it was missing the December payment. Smith will request confirmation of the revised payment schedule.

REPORTS

CORRESPONDENCE. Nelson. 'Thank you' letters were sent to: Patrick and Peggy Remfrey for a \$100 donation in memory of Roger Lemanczyk, Laura Carroll for a \$10 donation.

VILLAGE. None.

COUNTY. Vosen. The next meeting will be on January 24th, 2019 at 1:30 p.m.

SYSTEM. Nelson and Smith. The next Monarch System Board meeting will be February 12, 2019. There was no January meeting. A technical overview meeting was held instead. The DPI Annual Report is due March 1st. The System Director is still out on medical leave.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. December circulation and program statistics were provided. Increases continue over same period last year. The total 2018 December circulation statistics of physical materials were 25% over December, 2017. The total December 2018 circulation statistics which include digital materials was 28% over December, 2017. The Winter/Spring programs and storytimes are going well. The Washington County Libraries Transform Campaign program has begun. Interviews for the Library Specialist and Page II positions were completed. Five new part-time staff members were hired/promoted (three Library Specialists, two Page IIs and one Adult Services Assistant). Weeding continues in the Young Adult and Juvenile collection. Additional weeding began in the Adult Audiobooks to make room for new materials. We have added a year-round used book sale cart/table with withdrawn library materials.

UNFINISHED BUSINESS

2019 SATURDAY HOURS – Smith provided information on the financial impact of options. After discussion, it was decided to defer any decision until the next meeting.

UPDATE ON STAFF WORK ROOM FURNITURE PLAN – Smith and Lloyd received final proposals and accepted the plan from JL Interiors that was within the pre-approved budget and the order has been placed. Furniture will be installed by mid-March. Plans for the painting project is complete and will begin 1/28/19. This includes painting of the Community Rooms, lobby, bathrooms, staff workroom, and remaining walls within the main library. Painting is scheduled to be completed by the end of February.

APPROVAL OF GERMANTOWN COMMUNITY LIBRARY STAFF ORGANIZATION MAP – Smith presented the final proposed Staff Organization Map. MOTION (Vosen, Brady): Approve the new Germantown Community Library Staff Organization Map. Motion carried (6-0).

APPROVAL OF JOB DESCRIPTIONS – New and revised job descriptions were presented and reviewed for agenda items D.1-12. MOTION (Nelson, Brady): Approve job descriptions of agenda items D.1-12 pending review by the Village attorney.

APPROVAL OF STAFF POSITION ADJUSTMENTS – Smith presented recommended staff position adjustments based on the new Staff Organization Map and Job Descriptions. MOTION (Vosen, O'Brien): Approve recommended staff position adjustments. Motion carried (6-0).

APPROVAL OF ADDITIONAL 1.5% WAGE INCREASE FOR 2019 WITH VILLAGE OF GERMANTOWN FUNDING BASED ON 2018 RATES – MOTION (Vosen, O'Brien): Approve the 1.5% wage increase for 2019 with Village of Germantown approved funding based on 2018 rates for all staff as of 1/1/19. Motion carried (6-0).

APPROVAL OF STAFF WAGE ADJUSTMENTS – Smith presented a plan to provide some wage adjustments based on newly assigned positions and responsibilities. All adjustments are included within the approved 2019 budget and no additional funding is needed. MOTION (Vosen, O'Brien): Approve the proposed staff wage adjustments within the approved 2019 budget. Motion carried (6-0).

GERMANTOWN COMMUNITY LIBRARY COMPREHENSIVE HIRING POLICY – It was decided that all Library employees will have an annual background check. The Library will incur the expense. Smith will work with the Village to determine the procedure for employees that are under 18. It was also decided that drug tests will be requested as needed by an employee's supervisor. A revised policy will be presented at the February board meeting.

NEW BUSINESS

NONE

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, February 27, 2019, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library