

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

March 27, 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, March 27, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Daniel Wing. **Members absent:** Brenda O'Brien, exc., Joletta Kerpan, 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 with the change to conduct the staff workroom tour for 'Unfinished Item 'B' – Update on Staff Work Room Furniture Plan' at the beginning of the meeting.

Motion carried (5-0).

MOTION (Vosen, Brady): Approve the minutes of the February 27, 2019 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of March 27, 2019: Board Checking Account - \$3,008.94; Board Savings Account - \$5,127.73; GCL Building Fund - \$45,178.90 [Penny Jug - \$1,656.62] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$15,776.93; Building Fund CD Account #2- \$15,607.43;

MOTION (Nelson, Brady): Renew Building Fund CD Account #2 on its maturity date of 3/31/19 for 12 months. Building Fund CD Account #3- \$15,584.19; Building Fund CD Account #4- \$15,385.14.

MOTION (Nelson, Brady): 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 Potratz, aye; Trustee Wing, aye. **MOTION** (Nelson, Vosen): Motion to pay the new furniture invoice of \$21,000 from the 'Temp Invest-Library Account 40-100-110-3030 and send to Village Hall for payment. **ROLL CALL VOTE:** President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Wing, aye.

BUDGET PRINTOUT. The March 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were not available for review at the time of the meeting.

REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Wing. None.

COUNTY. Vosen. The next meeting will be in April 18, 2019.

SYSTEM. Nelson and Smith. The next Monarch System Board meeting will be April 11, 2019. The hiring of an Interim Director is in process. Holly is no longer employed at the System as the Bookmobile and Youth and Inclusive Services Librarian. Heather is helping to cover services in the interim. There will be a committee meeting on March 23, 2019 to discuss STEAM kit usage. A motion was passed by the directors to change the wording in the catalog to better communicate the estimated wait time on items that are on hold.

PRESIDENT'S. Nelson. Notified the Board that Smith's performance appraisal will be performed in June. The form will be given to the board members by the end of May and will be due back by mid-June. The timing could be modified if they want to use the new Village format.

DIRECTOR'S. Smith. February circulation and program statistics were provided. Increases continue over same period last year. Smith provided Vosen with a donation check of \$500 from Robert Korol. The Friends of the GCL annual book sale was very successful and raised approximately \$7200. Ideas for an ongoing used Friends Book Sale will be discussed at their next meeting on April 13, 2019. Smith presented several ideas to create a logo for marketing of the library. Input was received and Smith will bring back a revision to the April meeting. Smith provided a staff luncheon to celebrate meeting circulation goals for 2018. Smith requested if the Board would subsidize a portion of the luncheon. **MOTION** (Vosen, Nelson): Move to contribute \$150 toward the staff luncheon from the Library Board checking account. **ROLL**

CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Wing, aye. Winter/Spring programming is going very well. About 500 people attended the 'Elephant & Piggie' program. The Washington County Libraries Transform Campaign is going well. About 13 of the 18 programs have been completed. The campaign will be completed the week of April 6. The new staff workroom furniture was installed March 13-15. The Adult Reference furniture will arrive the end of March or early April. The Youth Service furniture will arrive late April. Lloyd will send out Board packets for the April meeting electronically as an initial test. Board members that do not have Village or School District email accounts will be setup with a Library account to receive the electronic packets. Lloyd will provide assistance at the April meeting as needed. Members that do not have their own laptops will be able to use Library equipment during the meeting. Planning has begun for setting up online Community Meeting Room and program registration. We are currently hiring for a Page II position that opened as a result of an internal promotion to an open position. Team leaders are completing annual reviews for their teams. Reviews for full-time staff will occur in late March/early April. Outreach continues with Washington County Outreach Services, GHS Spanish and German Classes and Momentum Early Learning.

UNFINISHED BUSINESS

ADDITIONAL FUNDING FOR PAINTING OF HEAT VENTS IN THE LIBRARY. Timing and funding of the project were discussed. It was agreed that all vents throughout the library would be repainted. May or August would be the best times to have this completed. This would avoid when the heat is on and avoid covers being off during the busy summer programming months. It was agreed the 'Temp Invest-Library' account would be used to fund the expense of approximately \$2745. Lloyd will work with DPW and Amour Coatings, Inc to plan the work.

UPDATE ON STAFF WORK ROOM FURNITURE PLAN – Smith and Lloyd provided a tour of the new furniture in the staff workroom and Adult Reference Desk. The majority of the furniture was installed. There were a few minor pieces that needed replacement and should be completed within the next month. The remaining old furniture to be removed was scheduled to be picked up by Habitat Restore and St. Vincent de Paul.

2018 ANNUAL REPORT DOCUMENT – Smith provided a final copy of the Library annual report document that she presented to the Village Board on March 18, 2019.

SCHEDULE OF LIBRARY BOARD MEMBER PAYMENT – Smith confirmed that the Library Board does not approve payment of the Library Board meeting stipends. Lloyd provides meeting attendance records to the Village Clerk and they submitted it to the Germantown Village Board for approval for payment. The payment schedule will be one payment for the December through May meetings. A second payment will cover the June through November meetings.

NEW BUSINESS

DONOR WALL PLAQUE – Lloyd requested bids from several vendors and received one from Cross Cut Custom Woodworking. It would include a base of approximately 7' x 5 ½' to reattach the current donor plaques and allow for future growth. Design changes were requested, Lloyd will present at the next meeting for further discussion.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, April 24, 2019, in the Germantown Community Library meeting room at 6:00 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

ADJOURN TO CLOSED SESSION

MOTION (Vosen, Brady): To convene into Closed Session for agenda items 'Update on Specific Personnel Problems within the Library'. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Wing, aye. The Germantown Community Library Board was called into closed session by Nelson at 7:31 p.m.

MOTION (Vosen, Brady): Return to open session. ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Wing, aye. The Germantown Community Library Board was called to re-enter open session by Nelson at 7:58 p.m.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,
Joyce Nelson
President
Germantown Community Library Board