

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

April 24, 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, April 24, 2019. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Christa Potratz, Dennis Myers. **Members absent:** Brenda O'Brien, exc., Joletta Kerpan, exc late arrival at 6:57 p.m. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd, Village of Germantown Support Services Manager Michelle Tucker. Proper notification of the meeting had been given.

MOTION (Brady, Vosen): Approve the agenda as printed. Motion carried (5-0).

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

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 24, 2019: Board Checking Account - \$3,012.84; Board Savings Account - \$5,128.34; GCL Building Fund - \$45,184.28 [Penny Jug - \$1,656.62] [RAO Account - \$6,984.96]; Building Fund CD Account #1- \$15,776.93; MOTION (Nelson, Myers): Renew Building Fund CD Account #1 on its maturity date of 5/5/19 for the short term (13 months) special rate. Motion carried (5-0). Building Fund CD Account #2- \$15,895.65; 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, Nelson): Approve the schedule of operating vouchers, credit card transactions, Investment Expense for furniture of \$1054.50 from account 40-100-110-3030 and forward them to Village Hall for payment. Also Library Board funding for children's books of \$487.64.

ROLL CALL VOTE: President Nelson, aye; Trustee Vosen, aye; Trustee Brady, aye; Trustee Potratz, aye; Trustee Myers, aye.

BUDGET PRINTOUT. The March and April 2019 Village Capital Projects Fund and General Ledger Trial Balance reports were reviewed.

### REPORTS

CORRESPONDENCE. Nelson. Thank you letter was sent to Robert Korol for his donation of \$500.

VILLAGE. Myers. Dennis Myers has replaced Daniel Wing as the Village of Germantown Board representative. The Village is currently doing work outside to prepare for the electronic sign and on air conditioning work.

COUNTY. Vosen. The next meeting will be in August 15, 2019. The Washington County non-resident circulation distribution of funds report for 1<sup>st</sup> quarter of 2019 was reviewed. Germantown had 23.3% of Washington County non-resident circulation which provided a distribution of \$71,104 of the available \$304,950 in funds for Washington County. Smith provided a statistical summary of the Washington County Libraries Transform Spring programming. There were 1,762 people that attended 18 featured programs. There was a 4% circulation increase across the county and 1% increase from non-residential circulation. The Monarch System will provide a booth at each county fair. The five Washington County libraries will staff the booth at the Washington County Fair.

SYSTEM. Nelson and Smith. The next Monarch System Board meeting will be May 9, 2019 at the Germantown Community Library. The system has hired Jennifer Chamberlain as the new Interim Monarch Library System Director for a period of one year. STEAM kits were ordered and are now available for all libraries to check out for programs. The system 'Hold' policy was changed to allow patrons to renew items that have other holds placed as long as there are other available copies in the System.

PRESIDENT'S. Nelson. None.

DIRECTOR'S Smith. The Friends of the Library donated funds for the Death and Mourning in the Victorian Era on April 30<sup>th</sup>, for a portion of the staff luncheon, and for the 2019 movie license. The MOMS Club Germantown – West will be finishing their Children's Area two year project in June. A rummage sale will be held May 18<sup>th</sup>. March circulation and program statistics were provided. We had a 13% increase in physical circulation and 15% increase in overall circulation (physical + electronic) in the first quarter of 2019 compare to the first quarter last year. Planning for May-August programming is finalized, and the new brochures were distributed to the community. The Annual Winter Reading Program was held in January & February. We had a total of 1,278 participants (3.2% increase from last year) with 3,342 logs (26.8% increase from last year). The Winter/Spring storytime ended. We had over 1,300 people attend 56 storytime sessions. This was an 18% increase from last Spring. The Friends of the library will have an area to the left of the Circulation Desk for an ongoing book sale and a coffee cart. The shelving unit behind the Adult Reference Desk was installed and donated by the Friends of the library. Interviews have started for the Library Page II position. Connie & Diane will represent Washington County on the Monarch Circulation Committee. A list of ongoing projects, staff education and programming was provided. 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. Lloyd is working with DPW and Amour Coatings, Inc to schedule the work in either May and/or August depending on workload and select the color.

DONOR WALL PLAQUE – Lloyd received a design and bid from Cross Cut to add a logo to the middle of the donor plaque. It would be a removeable color logo that would take up about 16 plaques (4 x 4) in the center of the design. It would cost approximately \$245. MOTION (Myers, Nelson): Move to approve the Donor Wall Plaque, with the Germantown Community Library logo in the center, not to exceed \$2600 to be taken from the Library Board Building Fund. Motion carried (6-0).

## **NEW BUSINESS**

GERMANTOWN COMMUNITY LIBRARY LOGO – Smith provided a final picture of the proposed logo design. The Friends of the Library will be working on a logo design as well. MOTION (Myers, Nelson): Move to approve the logo as Smith has presented. Motion carried (6-0).

DIRECTOR ANNUAL REVIEW – Michelle Tucker provided a summary of the new process and forms for performance standards and reviews for the Village of Germantown. The goal is to conduct the Germantown Community Library Director and full-time staff during May/June. The remaining part-time staff, excluding the Page positions, will be in 2020. The plan is to include the raises in future Village of Germantown budgets. The goal is the 'Cost of Living' raises would go away and raises would be merit based only starting in 2020.

COMMUNITY ROOM PROJECT PROPOSAL – Smith and Nelson would like to evaluate the options for replacing the existing folding tables with something that can be setup and taken down by one person. This led to a discussion regarding if staff or the community should be responsible for moving the tables and chairs to meet their programming needs. Smith indicated we do not always have staff available to assist with the multiple programs that can occur in one day. She recommended the program coordinators would be responsible for their own setup. Myers was concerned about liability if a community member is injured while moving tables and chairs. Smith or Lloyd will check with the Village on liability. Smith mentioned there is a project to setup an online reservation system. This would only allow the public to reserve the small OR large side, not both. The reservation of both rooms would be done through staff if approved. The priority of reservations was reviewed: Germantown Community Library, Friends of the Germantown Community Library, Village of Germantown, Germantown School District, and public organizations. Smith mentioned she would also like to purchase artwork for the Community Meeting Rooms possibly using the Penny Jar fund.

**ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, May 22, 2019, at Village Hall at 6:00 p.m.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Library Director  
Germantown Community Library