

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

August 26, 2020

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:03 p.m. on Wednesday, August 26, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Jolitta Kerpan, Christa Potratz, Jolene Pieper. **Members absent:** Brenda O'Brien (exc). **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Brady, Vosen): Approve the agenda as printed. Smith requested addressing Agenda item VIII. B. (Unfinished Business, Fines & Fees) before VIII. A (Unfinished Business, 2021 Budget). because the decisions made in Item B impact the discussion for Item A. Motion carried (6-0).

MOTION (Vosen, Kerpan): Approve the minutes of the July 22, 2020 meeting as printed. Motion carried (6-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of August 25, 2020: Board Checking Account - \$2,439.34; Board Savings Account - \$5,055.07; GCL Building Account - \$17,461.86 [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. Vosen requested the library save brick donations to be processed annually in April/May. **MOTION (Nelson, Brady):** Accept the Treasurer's Report as printed. Motion carried (6-0). 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 Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly July 2020 Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed. The re-roofing project is on schedule to begin in September.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to the Germantown Community Library Staff purchase of a \$100 donation for a patio brick in memory of Jessie Kling and Jennifer and Justin Plassmeyer for a \$200 donation.

VILLAGE. Pieper. None.

COUNTY. Vosen and Smith. The Library Directors presented the recommendations from the Washington County Library Study at the August 20, 2020 meeting. The 2021 budget will be the same as the 2020 budget. They requested \$116,553 in capital funds be moved to meet library circulation needs. It must go to the attorney for approval. The ACT 420 payment was about the same as the previous payment equaling about \$160,000.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on August 6 online. They also continue to meet online every Friday to discuss current topics regarding COVID impact on operations. Kimberly Young started and is doing well. Van delivery service will resume to 5 days per week starting September 1. The first billboard for the "Get Your Library Card" campaign is up in Washington County on Hwy 45.

PRESIDENT'S. Nelson. Smith indicated the Village has put all six-month reviews on hold due to the impact COVID has had on established performance goals. Administrator Kreklow will address at the

Village Board meeting on September 24, 2020 and discuss performance competencies versus goals while addressing the COVID impact on village staff.

DIRECTOR'S. Smith. July statistics were provided. There was a -18.3% decrease in overall physical + electronic circulation in July and a -24.3% decrease year-to-date. Physical circulation continues to be impacted by COVID-19 pandemic and reduced hours. Digital circulation continues to increase. Germantown is experiencing percentages at or higher, in comparison to 2019, than other Grade 1 libraries in the Monarch Library System since opening at the end of May. The summer reading program using Beanstack ended August 22, 2020. Finalized participation numbers will be provided next month. Fall programming brochures will go out next week and focus on community book walks, virtual and grab/go options. All meetings and programs in the large community meeting room are on hold due to needed space for staff. Smith provided an update related to COVID services. Due to increased community COVID positive cases, capacity is reduced to 25%/43 people. Curbside pickup services and Library Express Bags continue to be popular and continue to be offered. An update to staff was sent on July 31 regarding Wisconsin Emergency Order #1 requiring residents to wear face coverings indoors. Smith provided a copy for the Board. Staffing changes include a few staff out with medical situations unrelated to COVID, filled the Tech Services position by Allison Wray, and interviewing for the Library Specialist position including consideration of temporary staff. The Welcome Desk will continue into the fall and staffing will be evaluated. Work continues with the virtual Library Memory Project and village book group. The Mystery Book Group is meeting via Zoom. Hoopla is in the final stages of implementation. As the need is identified, additional plexi-glass, stanchions and other PPE supplies are ordered. Lloyd is at the final stages of adding and replacing shelving in the library were needed. Most meetings continue to be held remotely.

UNFINISHED BUSINESS

FINES & FEES – Smith provided additional research requested by the Board last month. This included a summary and comparison of the fines and fees of surrounding communities and the impact on those libraries. She also provided an analysis of the financial impact of her recommendation on the library revenue with a summary of revenue by collection since 2017. She proposed dividing the \$10,000 by thirds and reducing the following areas: Village, County Carryover and the Systems Technology Charge. Brady mentioned it would be ideal if new items could still have the fees but realizes this would be confusing for patrons and staff since that is a temporary status. Auto renewal was discussed and Smith indicated this our need to be a system wide implementation and is unlikely at this time. There was concern that when removing fines there is no incentive to 'renew' items. This impacts circulation statistics and funding. Smith indicated renewing items is still necessary to avoid falling into 'Lost' status after 60 days and getting billed. She will work on marketing the need to continue to renew items. MOTION (Vosen, Nelson): Move to approve Smith's recommendation to lower overdue fines for DVDs and Blu-rays to \$.10 per item per day to be consistent with fines for other items in the library and eliminate overdue fines for all children and young adult material. Motion carried (6-0).

2021 BUDGET UPDATE – Smith provided the updated budget from the Village with a summary of key points. A meeting was held August 21, 2020 between Smith, Nelson and Vosen to discuss the proposed budget. The budget is based on the assumption there will be a decrease in fine and fee revenue. The Washington County Budget has not been approved yet. Washington County Directors have proposed a change to base funding on the prior year (ex. 2019) and be paid in one or two installments rather than pay quarterly based on quarterly statistics which is a budget challenge. The Village reported that funds for 2021 staff increases are set aside for all Village staff at 1.3%. MOTION (Vosen, Kerpan): Approve the 2021 budget as presented. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

POTENTIAL CLOSURE OF LIBRARY ON TUESDAY, NOVEMBER 3 – MOTION (Nelson, Vosen): Move to close the library for business on Tuesday, November 3 if the library building is needed as a backup site for the presidential election. Motion carried (6-0).

WASHINGTON COUNTY JOINT LIBRARY STUDY – Smith provided a copy of the finalized draft Washington County Joint Library Study that was presented on August 20, 2020. The directors will be making several changes based on feedback from the Washington County Administrative Committee. A final report will then be distributed to the libraries, municipal and county boards and the Monarch Library System. Highlights in addition to the full report were included in the agenda packet. It was pointed out that only 1.26% of our service population are going outside Washington County for library services and this impacts 3.92% of the Washington County budget. This is primarily due to the geographic location. Therefore, it is important to make sure we are taking care of the 98% of our population that are not using libraries outside of the county. It was also pointed out that the cost per item has been increasing over the years which can be compared to a normal increase in the cost of business. Since the report is so extensive, it was recommended the directors create a summary with top key points for their presentation to Washington County. The directors plan to finalize next week.

NEW BUSINESS

DONATION BROCHURE – Deferred to future meeting.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, September 23, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:34 p.m.

Respectfully submitted,
Connie Lloyd
Assistant Director
Germantown Community Library