

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

November 18, 2020

Germantown Community Library

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 18, 2020. **Members present:** Joyce Nelson, Darlene Vosen, Charlene Brady, Brenda O'Brien, Christa Potratz (online), Jolene Pieper (joined late online). **Members absent:** Jolletta Kerpan, 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. Motion carried (5-0).

MOTION (Brady, Vosen): Approve the minutes of the October 28, 2020 meeting as printed. Motion carried (5-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of November 17, 2020: Board Checking Account - \$2,154.30; Board Savings Account - \$5,056.34; GCL Building Account - \$17,466.22 [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- \$16,112.76. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): 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 O'Brien, aye; Trustee Pieper, aye; President Nelson, aye. Motion carried (6-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report were reviewed.

REPORTS

CORRESPONDENCE. Nelson. Nelson mailed a thank you card to Mary Kugel for her donation of \$500 to be used for books and to Rodell Johnson for \$20 to be used for Grab & Go Kit supplies.

VILLAGE. Pieper. The Village Board approved the final budget on November 16, 2020.

COUNTY. Vosen and Smith. The next meeting will be in January 2021. The Washington County libraries are collaborating with county administration on a Washington County Hero campaign in response to COVID-19.

SYSTEM. Nelson and Smith. The Monarch Library System Board and the Monarch Library System Directors each met on November 12, 2020 virtually. The Board approved renewal of the building lease for the Monarch System Staff located in Sheboygan. The Directors discussed updates to the COVID-19 closure documents, the Monarch Library System Database Management Librarian job description, billing of 'lost in transit' items, and extending the amount of item renewals (revisit next month). Monarch was approached about a new ILS from Demco called Quira. After review of the pros and cons and the offer from Innovative to provide savings of \$112,000, if Monarch signed a 5-year contract, it was voted to continue with Innovative. The "Get Your Library Card" campaign with the Bridges Library System is complete. Smith provided results from the campaign. Circulation and new patron registrations were down due to COVID-19, however there was a 22.4% increase in digital checkouts and a 55.1% increase in online

patron registrations. In 2019, 50% of the libraries offered online patron registration. In 2020, 97% now offer this service.

PRESIDENT'S Nelson. The Director Performance Review will be conducted at the December meeting.

DIRECTOR'S Smith. October circulation statistics were provided. There was a -1.3% decrease in overall physical + electronic circulation in October and a -18.3% decrease year-to-date. Physical circulation continues to be impacted by COVID-19 pandemic and reduced hours. November will see much lower statistics due to the building being closed for two weeks to only 'Curbside Only' services due to staff COVID-19 cases. O'Brien indicated the School District is following the Community Library for quarantine procedures. Therefore, we are asked to notify her when we change our quarantine from 48 hours so they can align with us. Most meetings continue to be held remotely. The library continues to focus on virtual and Grab & Go programming. The Youth Services team is having a Holiday Lights Book Walk from November 16 – December 5 in front of the library which includes book walk bags for patrons. Instead of holding the Christmas Festival at the library the day of the parade, activities were virtual. The library provided over 600 Pre-Parade Entertainment Kits for registered families. The reverse Christmas parade was held on November 14. Additional activities will continue through the first week of December and include the Chalk the Walk, Random Acts of Cookies and a Holiday video message. The 'Friends of the Germantown Community Library' began their annual Holiday Book & Basket Sale on November 16 with a preview for members on November 13 and 14 with modifications due to COVID. Performance reviews will be conducted before the end of 2020. Smith provided a review of the steps taken for closing the building November 2 – 14 due to reporting of two staff members who tested positive for COVID-19. Curbside pickup and Grab & Go kits were offered during those two weeks. Limited staff also continued to provide phone support, process holds, manage the book drop, process incoming bins from other libraries, shelve returned materials after quarantine, and process Express Bags. Those that were able to work from home processed new materials, mended damaged material, prepared Grab & Go and programming kits, and performed database clean-up. Smith provided statistics of the activity during this period.

UNFINISHED BUSINESS

2021 BUDGET UPDATE – The budget is complete and approved by the Village Board on November 16, 2020.

2021 CLOSED & BOARD MEETING DATES – Smith presented proposed dates for the library to be closed in 2021 and for board meeting dates. She provided circulation statistics from the past two years for the holidays in question and provided when the Village will be closed. The Village will be closed on Monday, July 5 in observance of July 4. The Library Board recommends the library will be open on July 5 and staff with paid holidays will receive a floating holiday. The Village will be closed December 23 and 24 in observance of December 24 and 25 which fall on a Friday and Saturday. The Library Board recommends to remain open on December 23 and provide staff with paid holidays a floating holiday for December 25. The library will be closed on Friday, December 24 and Saturday, December 25. The Library Board recommends to be closed on Friday, December 31 and Saturday, January 1, 2022 and provide staff with paid holidays a floating holiday in 2022. MOTION (Nelson, O'Brien): Move to approve the 2021 calendar as printed with the changes recommended for the holidays that fall on weekends, July 4, December 25 and January 1, 2022. Motion carried (6-0).

DISCUSSION OF BENEFITS FOR FULL-TIME LIBRARY EMPLOYEES – Discussion will continue at a future meeting.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, December 16, 2020, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library