**GREENFIELD PUBLIC LIBRARY BOARD**

**Thursday, October 19, 2023 at 6:30 P.M.**

**2nd Floor Conference Room**

**5310 W. Layton Ave. Greenfield, WI 53220**

**In-person meeting with virtual option available.**

**DRAFT MINUTES**

1. The meeting was called to order & roll call: The meeting was called to order by Ms. Bruhn at 6:34.

On roll call, Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, and Alderperson Drzewiecki, Mr. Flemming, Ms. Haiser, Mr. L ’Amie, Ms. Lococo, and Ms. Mendoza were in attendance.

Also in attendance: Ms. Einwalter, Library Director.

1. Approval of the September 21, 2023, Library Board meeting minutes (Action).

Motion to approve by Ms. Bruhn, 2nd by Ms. DeWitt, with two grammar typo corrections. Motion carried.

1. Public comment (Information). None.
2. Acceptance of the Financial Report for September 2023 (Action).

Treasurer presentation: Treasurer Haiser noted overall, the budget is in line with where we want to be at this point in the year at just under 75% of expenditures. The one outlier is Buildings Maintenance at 180%.

Motion to accept by Ms. Haiser, seconded by Mr. Flemming. Motion carried.

1. Approval of the September 2023 bills presented for payment (Action).

Treasurer presentation: Treasurer Haiser presented the bills for the month. She reported most were the usual bills (books, WE energies); however, this month also included payment for furniture and the pergola.

Motion to approve by Ms. Haiser seconded by Mr. L’Amie. On the roll call vote, the motion carried.

1. NEW report Capital budget expenses – additional page.

Treasurer Haiser reported there were payments for furniture for the staff lounge and painting the Community Room. The new cash registers were also a capital budget expense.

Motion to approve by Ms. Haiser seconded by Ms. Lococo. On a roll call vote, the motion carried.

1. President’s Report (Information): No report this month.
2. Committee Reports:
   1. Budget & Finance Committee Report and Recommendations (Action) Did not meet.
   2. Building Committee Report and Recommendations (Action) Did not meet.
   3. Human Resources Committee Report and Recommendations (Action) Did not meet.
   4. Legislative & Policy Committee Report and Recommendations (Action) Did not meet.
   5. Marketing & Community Relations Committee Report and Recommendations (Action) Did not meet.
3. New Business: - None
4. Old Business:
   1. Report, discussion, and decision regarding possible adjustments to the Board-approved 2024 operating budget request (Action)

Report: The library budget for 2024 is in good shape. No changes since previously approved.

* 1. Report, discussion, and decision regarding possible adjustments to the Board-approved 2024 capital budget request (Action).

Report: The library budget for 2024 is in good shape. No changes since previously approved.

* 1. Report, discussion, and decision regarding the proposal to improve the grading of the landscaped area in the southeast corner of the Library to address water damage moisture in the basement (Action).

Report: Ms. Einwalter met with Public Works to discuss the project. They felt some of the issues in the basement were likely age-related. Public works will scrape and paint the basement walls. The library will only pay for materials (not labor). She recommended we try these remedies before other action is taken.

Discussion: DPW will likely do any project within their means free of labor charge for the library (charge for materials). This is typical in other municipalities as well. The board discussed this as a good plan going forward for building and maintenance projects.

1. Library Director’s Report
   1. Update on current projects (Information).
2. Sorting machine

Report: The sorting machine is in and complete.

1. South Basement Wall

Report: Public works will be able to repair/cleaup the basement wall.

1. Awnings, commercial gutters, roofing issues, and west exterior doors

Report: The root problem of the water leakage is the scuppers on the roof need to be redone. The previous library director already purchased the awnings and could not be canceled due to a large restocking fee.

1. Library of Things, Explore Passes and Puzzles at GPL

Report: Working on the puzzle areas, discarding books on tape and VHS. The library gets 5-6 calls daily asking about passes available to the Zoo. Library staff are looking into this great way to bring people into the library. Staff looking at expanding Library of Things. Staff aims to amend the budget after in January approval by City Council, to begin purchasing the video games and putting together policies.

Discussion: The Board is happy to hear of these changes and requested a list from Ms. Einwalter of projects and priorities with implementation dates. This has been added to next month’s agenda.

1. Plexi Glass removed from Reference & Youth Services on Monday

Report: Looking for alternatives for the last desks with Plexi so the staff will feel comfortable.

1. Donor Wall

Report: $5,000 of updates to the donor wall. Leaves are in production.

Discussion: The donor wall is nice, but less expensive options for updating are desired. The board was not aware of the purchase, which led to the discussion about the threshold dollar amount that the board should approve. Adding a review of the purchasing policy to the next agenda.

1. Photocopiers

Report: New photocopiers were purchased by the former director through James Imaging at a cost of $40,000 with CIP funds for 2023. Delivery will happen when the credit card end of things is set up.

1. New Cash Register

Report: A new cash register was purchased, including a handheld credit card reader for accepting payments. This came out of a staff request that patrons pay with a credit card at the checkout desk.

* 1. Onboarding Update:
     1. Meetings with the Mayor, DPW, and IT

Report: Ms. Einwalter met with the Mayor, City Engineer, and Public Works Director and walked through the library. The mayor and IT have both been great to collaborate with. Ms. Einwalter met with the IT dept. on projects they hope to do with the library. Ms. Einwalter would like the city to take care of issues with building maintenance. Finance has been helpful in providing additional reports. If Public Works can handle the repairs within their capabilities with the building, they will take care of it.

Discussion: IT will be setting up greenfield email addresses for the board. DPW has plans to paint the basement wall. Further collaboration with all city departments is desired.

* + 1. Staff conversations

Report and Discussion: Staff are very loyal and dedicated and have been great to work with. They want to bring back summer reading prizes. Looking into credit cards for staff to make the necessary purchases. Staff looking for more communication. The library is looking to make more connections with the school district. Many other new ideas were discussed, such as more business services (increasing fax prices) and the idea of offering notary services. Look to discuss marketing ideas for Facebook, Instagram, Nextdoor app, and other places in future meetings.

* + 1. Board Member Meetings

Report and Discussion: This topic prompted the board to discuss what we could do and how to further engage with the library. Looking to be more engaging, dynamic, and welcoming. The board discussed many future ideas, including fundraising, a “Friends of the Greenfield Library” group, and many other opportunities. Looking to adjust the meeting format through the library board bylaws. In the future, more reporting on library metrics.

* + 1. Emily will attend board meetings starting in November.

Report: Emily is the assistant library director and will attend board meetings.

Discussion: The board discussed ways to get to know more of the staff, like a staff directory, and ways for them to meet the board.

* + 1. Memorandum of Understanding with Greenfield School District for temporary relocation of High School Students during an emergency

Report: Ms. Einwalter renewed this memorandum.

1. New items for placement on the next agenda (Information).
   1. Review of the Board Bylaws, last updated 2012.
   2. Inventory of Policies
   3. Board Policies (Purchasing)
   4. Greenfield Email addresses for the board
   5. 2024 Holiday Closings
   6. Director’s Project Priorities and Implementation Plan
   7. Staff Directory
2. Next Meeting: November 16, 2023, at 6:30 PM.
3. Adjournment (Action). On a motion by Ms. Bruhn seconded by Ms. Mendoza, the meeting adjourned at 7:55.

Respectfully submitted

Marie Cardenas, October 19, 2023