**GREENFIELD PUBLIC LIBRARY BOARD**

**Thursday, September 21, 2023 at 6:30 P.M.**

**2nd Floor Conference Room**

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

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

1. The meeting called to order & roll call: The meeting was called to order by Ms. Bruhn at 6:35 PM.

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

Also in attendance: Ms. O’Brien

Others in attendance: Ms. Jennifer Einwalter

1. Approval of the August 17, 2023 Library Board meeting minutes (Action).

Motion to approve by Ms. DeWitt, seconded by Ms. Lococo

Motion carried.

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

Treasurer Haiser noted YTD we are looking good, expenditures skewed a bit because pergola and sorter are in there. One item to note is building maintenance is over budget (electrical and unforeseen plumbing work Ms. O’Brien reported) Ending fund balance around $269,000.

Motion to accept the Financial Report for August 2023 Ms. Bruhn. 2nd by Mr. Flemming. Motion carried.

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

Treasurer Haiser presented the bills for the month. Ordinary bills such as books, periodical renewals, painting.

Motion to approve by Ms. Haiser seconded by Mr. L’Amie.

On the roll call vote, the motion carried.

1. President’s Report (Information) : Nothing this month.
2. Committee Reports:
   1. Budget & Finance Committee Report and Recommendations – did not meet
   2. Building Committee Report and Recommendations – did not meet
   3. Human Resources Committee Report and Recommendations – did not meet
   4. Legislative & Policy Committee Report and Recommendations – did not meet
   5. Marketing & Community Relations Committee Report and Recommendations – did not meet
3. New Business:
4. Report, Discussion and Decision Regarding Gaming in the Library—A staff proposal toward adoption of gaming materials for programming, collection development and community outreach (Action).

Ms. O’Brien presented a report from an employee who took a course on gaming in the library. It’s been about a dozen years since it has been addressed. At the time (dozen years or so ago) library board rejected adoption of gaming materials. Looking to revisit, staff member who took course identified how it would benefit community and outreach to young adults. Presented three different phases. 1. Board games and card games in children’s section (supported by popularity of Lego club). 2. Board games and card games for adult to check out (evidence of popularity in other communities and popularity of library of things). 3. Video Games (such as games for Nintendo Switch i.e. Super Mario Bros, Legends of Zelda, etc. PlayStation - Lego Star Wars etc.)

Discussion: Support for phase 1 & 2. More discussion and exploration around phase 3 is needed. Many games are activation codes over the internet, not sure how shareable. Other options – “take a puzzle, leave a puzzle”. Concerns over keeping all the pieces. Shelf life is 5-7 years for video games, even shorter for board games if missing pieces. Several Milwaukee County libraries do this, Jennifer noted Hartford library has had success with the video games (8 yrs.). Hartford Library has rating system for mature content, keeping records on hand of parental approval. Hartford also has success with puzzle exchange.

1. Report, Discussion and Decision Regarding Acceptance of a Comprehensive Floor Care Proposal (Action).

Report: Ms. O’Brien noted when reviewing the building standards, condition of floors has not been satisfactory. Quote from Reliable Floor Care, roughly $10,000/yr to keep the floors in optimal condition. The current general janitorial contract does not include deep cleaning of the floor surfaces. Many different options available, this is just one quote for library board to keep in mind.

Discussion: Total of three quotes and the one presented is most detailed.

1. Old Business:
2. Report, discussion and decision regarding possible adjustments to the Board-approved 2024 operating budget request (Action)

Report: The budget has been submitted to the HR finance committee common council, have not heard there are any requests yet.

Discussion: Healthcare/ life insurance 10% increase, city finance director recommended. 3.4% levy increase over 2023. Balance budgeted submitted (no use of fund budget). Reminder that un-used funds of the library, library keeps the funds.

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

Report: Ms. O’Brien presented capital budget request possible adjustments. Learning Lab in the Children’s library moved to 2025.

Discussion: Basement Foundation Repair originally spec’d may not be needed, could submit a request change, once approved by the common council, the money is under the library board’s approval.

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

Report: Savings of $2700 in the pergola project. Ms. O’Brien stated City Engineer suggested painting and re-grading area noted. Since landscapers are on the premises, suggest having them grade while on the property.

Discussion: Proposal makes sense to do at this time.

Motion to Move forward with the grading by Ms. Bruhn seconded by Ms. Mendoza.

On the roll call vote, the motion carries.

Ms. O’Brien also obtained quote on the basement wall - $8,100.

Discussion on if painting halfway up is enough, if quote is looking expensive based on the square footage.

Look at getting more than 1 proposal for this project, as the quote seems high.

1. Library Director’s Report:
2. Report on the 2023 Summer Reading Program (Information).

Attendance in reading program still down. Attendance at summer programs was strong.

1. Update on current projects (Information).
   * 1. Roofing Leaks – the repairs were made as discussed, but still leaking and the company back 5 times (guaranteed work so no service charge). The roofing estimates in the capital budget were from a previous report by DPW and may need to be reassessed.
     2. Tension rods on the north side of roof – City Engineer came out and looked and assured it’s not structural, we could have a painter scrape and rust proof, its cosmetic only
     3. Community Room and Sorting room have been painted
     4. Sorting Machine 95% complete, having some customization done
     5. Security Gates 95% complete
     6. Quotes to address flooding at West Doors. 3 awnings – one over each of the doors. Recommend is metal awnings (versus fabric). Also, quoting repainting and rustproofing doors and sealing flooring. Total for these items are around $10,000. If needed next step would be to also get commercial gutters.
2. Succession Planning:
3. Report, discussion and decision whether to transfer the current Greenfield Public Library Gifts Account balance held in a local commercial bank into the City of Greenfield’s bank account for investment with the Library’s other LGIP funds, depositing the Gifts Account funds into the “Donations-Enhancement Projects” line of the Library’s operating budget account (Action).

Report: Ms. O’Brien reported on donated funds ($9,906.82) held in BMO account. Recommending amount be moved and account closed for simplicity. Move into city’s bank account. Discussed with Finance Director and agreed a good step.

Discussion: It was discussed that the account is not making much interest where it is now and would be good idea to move the funds.

Motion to transfer funds to LGIP account by Ms. Haiser, seconded by Ms. Lococo.

On the roll call vote the motion carries.

Other discussion: Jennifer joining Oct. 2. Sheila’s last day Oct. 6. Thank you for Sheila from all your years of service!

1. New items for placement on next agenda (Information).
2. none requested
3. Next Meeting: October 19, 2023 at 6:30 PM.
4. Adjournment (Action). On a motion by Ms. Bruhn, seconded by Ms. Cardenas, the meeting adjourned at 7:53 PM.