



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, January 18, 2024, 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 by President Robin Bruhn at 6:39 PM.

On roll call, in attendance were Robin Bruhn, Marie Cardenas, Sue DeWitt, Ald. Andy Drzewiecki, Creston Flemming, Brittany Haiser, Rick L 'Amie, Amber Lococo, Melissa Mendoza.

Also in attendance: Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director; and Tim Lemmers, Greenfield IT department.

2. Approval of the November 16, 2023, Library Board meeting minutes.

Robin moved to approve, seconded by Brittany. The spelling of Brittany's name on item 4 was corrected. The motion carried.

3. Public comment. Jennifer shared two pieces of feedback received. Nov. 27 – Email about disappointment in the removal of four oak trees for the patio space from Will Rash. Jennifer responded. Thank you letter to Sherril and Jennifer dated December 8 from Greenfield High School regarding using the community room in May for AP Exams from Sarah Griffe.

4. Acceptance of the Financial Report for November and December 2023.

Treasurer presentation: Reports reviewed for November and December.

Motion to accept the financial reports for November and December by Robin. Seconded by Melissa. Motion carried.

5. Approval of the November and December bills presented for payment (Action).

Treasurer presentation: November bills per usual, more mileage for travel to Middleton for WLA Conference. HOH Water Technology bill to turn off sprinklers in Children's Garden. Creston asked if Jennifer would check if DPW could handle this as potential cost savings going forward. New bill for BookPage for the year.

Motion to approve by Brittany, seconded by Sue. On the roll call vote, the motion was carried.

6. President's Report (Information): None

7. Committee Reports:

- A. Budget & Finance Committee Report and Recommendations (Action). Did not meet.
- B. Building Committee Report and Recommendations (Action)). Did not meet.
- C. Human Resources Committee Report and Recommendations (Action)). Did not meet.
- D. Legislative & Policy Committee Report and Recommendations (Action)). Did not meet.
- E. Marketing & Community Relations Committee Report and Recommendations (Action). Did not meet.
- F. Bi-Laws Committee Met
Meeting summary:
 - Appointing the Assistant Library Director as the Board secretary. It is not unusual for a staff member to have this role, and Emily is more than happy to do it.
 - Removing committees and working on projects as needed.
 - Adding a consent agenda item to the monthly agenda. This tool is used to streamline meeting procedures by collecting routine, non-controversial items into a group, and all are passed with a single motion and vote.
 - Also adding in Video Conferencing

8. Closed Session

Robin made a motion to go into closed session to discuss 2024 wages. Second by Brittany, motion carried.

Motion by Robin to reconvene in open session and act on matters discussed in closed session. Second by Brittany. All in favor.

Andy made a motion to proceed as directed in closed session. Seconded by Rick. Motion carried.

9. New Business

A. Report, discussion, and decision regarding a fundraiser with the Milwaukee Milkman at the Rock in Franklin

Report: There is the option to use the ROC Foundation to participate in the raffles, etc., since we do not have 501C currently. There is no ticket sale minimum if we decide to do this fundraiser. ROC provided a few choices of dates. The sponsoring group is

highlighted in between 3rd inning. During the 8th inning tennis ball toss (fundraiser). 50/50 raffle usually makes in the \$400 range and up—one May date available (usually lower attendance then). Recommend August dates for top consideration, as the team would be in the hunt for the playoffs. ROC Ventures also does Wave games and other fundraising; this is a good opportunity to test it out.

Discussion: The August 20 date has some conflicts and is very close to going back to school. August 14 is preferred, as the 13th is the primary election day. Look to get something in the Recreator once the date is confirmed.

Motion to pursue August 14 as the date for the Milkmen game by Marie and seconded by Melissa. Motion carried.

B. Report, discussion, and decision regarding an explore pass policy

Report: Explore passes asked for in the first week by staff. Jennifer proposed a policy and submitted a list of proposed explored passes.

Discussion: There is lots of enthusiasm and excitement around the explore passes. The list of proposed locations was well received. Discussion around number of people and if useful for families with adult children. If there were more adults, the pass would have to be paid for separately. Beyond the list considering adding the Mitchell Park Domes to add. Discussion about adding the Milwaukee Public Museum and Harley Davidson Museum. Jennifer reported that neither organization offers transferable memberships.

Motion to approve the explore pass policy by Brittany and seconded by Amber.
Motion carried.

C. Report, discussion, and decision regarding a video game policy

Report: Draft policy provided for review.

Discussion: Interest in carrying M – Mature video games with parameters such as having them behind the desk or a permission slip. Editing proposed policy to carry Mature games and add a permission slip for Mature video games for anyone under age 17 if they wanted to check them out.

Motion to approve the video game policy as Amended by Andy and seconded by Creston. Motion carried.

D. Report, discussion, and decision regarding updates to the gift and donation policy

Report: The current policy regarding how GPL handles all types of donations is not detailed enough, so a new policy was provided for review. The policy covers a variety of topics, including monetary gifts and recognition.

Discussion: Agreement that the policy needed updating and the new policy is very thorough. The suggested five levels of recognition for giving were discussed. There is no previous documentation on how giving was tied to the donor wall. The current donor wall is expensive to maintain.

Motion to approve the updates to the gift and donation policy by Robin and seconded by Brittany. Motion carried.

E. Report, discussion, and decision regarding a Wi-Fi hotspot policy and user agreement

Report: An issue brought forward by staff is how GPL circulates wireless hotspots. They circulate for 21 days, with no renewals, and are holdable. We have three available, but they are on hold for the same three patrons consistently, making it difficult for someone who may have lost internet at home due to a vendor outage or need it for a project to be able to check it out.

Discussion: The revised policy allows more patrons to use this service by switching to a 7-day checkout period and a non-holdable status. Patrons who come into the library and ask for a hot spot find they are usually unavailable. If people misuse the hot spots for illegal activities and the library is fined, the fees will be passed along to the user.

Motion to approve proposed hot spot policy by Robin and seconded by Rick. Motion carried.

F. Report, Discussion, and decision regarding staff time off scheduling policy

Report: Over the past 90 days, Emily and Jennifer have been discussing how to best manage time off for library staff. Currently, staff can take paid time off, unpaid time off, vacation, and holiday leave. It makes scheduling difficult. The former director allowed up to two people from each library department to be off. So, on a given day, which could be Tech Services, the Business Manager, two shelvers, two circ staff, and two librarians. This means 40% of the staff could be off, leaving us shorthanded when covering breaks and lunches and ensuring service desks are staffed during regular operating hours.

Discussion: The New Time Off Scheduling Policy has no more than three staff members from the entire library staff approved for time off. Recommending that the exchange period be limited to the pay period and within the department.

Motion to approve proposed time off policy by Robin and seconded by Amber. Motion carries.

G. Report, discussion, and decision regarding amendments to the approved 2024 operating budget.

Report: On the revenue side, reduced the fine revenue by \$10,000. Total revenue anticipated: \$1,531,087. For expenditures, several additions and reductions were made to budget line items to reflect the status of the library better. The amendments keep the budget balanced at \$1,531,087.

Discussion: One thing to remember for the next budgeting session is budgeting for health insurance for all (even those staff who do not take it). Additions and reductions were reasonable.

Motion to approve by Robin and seconded by Melissa. On the roll call vote, the motion was carried.

H. Report, discussion, and decision regarding amendments to the approved 2024 capital equipment plan

Report: Cost savings due to using DPW for basement repairs, fewer seminar tables. Increasing dollars for Teen Zone furniture and interior painting.

Discussion: 2025 and beyond have large projects coming, such as the roof and new carpeting on the second floor.

Motion to approve the amended 2023 capital equipment plan Brittany, second by Creston. On the roll call vote, the motion was carried.

I. Report, discussion, and decision regarding restarting Friends of the Greenfield Public Library

Report: The 501(c) (3) for the Friends of the Greenfield Library would need to be reinstated. A company called BryteBridge could do this for roughly \$1,000. There would need to be a group of people that would want to do this and then raise money to get this started. Some former library employees would make good members of this group.

Discussion: Sue and Robin are interested in being Friends of the Greenfield Library when they depart the board. Sue will contact the city attorney for additional guidance if they can provide it.

10. Old Business

A. Report, discussion, and decision regarding library financial policy

Report: A draft financial policy was provided referring to the City of Greenfield's policy as well as the powers and duties of the library board is charged with in Chapter 43.

Discussion: The policy was reviewed and included all aspects of handling payments, purchasing, and processes.

Motion to approve Robin and seconded by Andy to approve the financial policy as recommended. Motion carried.

B. Report, discussion, and decision regarding updates to the library board bylaws

Item Tabled until February.

11. Library Director's Report

A. Update on current projects (Information)

- Patron accessing child pornography on a library computer – person arrested and no longer allowed at the library. IT has now blocked all the illegal sites.
- Staff issue with attendance. Jennifer is currently working on the issue with HR.
- Plumbing issue during noon year's eve party.
- Elephant and Piggie (First Stage) future collaboration potential.
- Photocopiers are in and being worked on.
- Still more work is needed with the sorter as it's not functioning properly.
- Jennifer spends a lot of time coaching staff and listening to what they need. She's also spending much time on the floor with the public.
- Puzzle exchange has been a success.

B. Board Directory (Information)

The board will put together a Board Directory to share with staff, similar to the Staff Directory that was shared. To be included, send information to Jennifer by February 1.

12. New items for placement on the next agenda (Information).

- A. Update on the Friends of the Greenfield Library from Sue.
- B. Fund Balance
- C. Annual Report

13. Next Meeting: February 15th, 2024, at 6:30 PM.

14. Adjournment (Action). Motion to adjourn the meeting by Robin at 9:31 PM, seconded by Brittany.

Respectfully submitted.

Marie Cardenas, January 2024