



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, February 14, 2024, at 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield, WI 53220**

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

**1. The meeting was called to order by President Robin Bruhn at 6:41 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.

**2. Approval of the January 18, 2024, Library Board meeting minutes.**

Motion to by Robin, seconded by Amber. Motion carried.

**3. Public comment.**

Two thank you letters were shared: 1. Library visits from international students; they appreciated Daphne's tour. 2. Thank you from NAMI for the opportunity to present at the library.

**4. Acceptance of the Financial Report for January 2024, including invoices paid from the 2023 budget in 2024.**

Treasurer presentation: Reviewed the financial report for January. Also discussed 2024 outlook. Fund balance starting 2024 with \$138,201.61; this is lower than typical but better than expected with the expenses incurred in 2023. New lighting, new outlets, etc., from 2023 were paid out of the capital budget for 2023. January financials tracking per the budget.

Motion to accept by Robin, seconded by Sue. Motion carried.

**5. Approval of the January 2024 bills presented for payment, including invoices from the 2023 budget in 2024 (Action).**

Treasurer presentation: Ideal Mechanical/Pieper Electric payment for boiler maintenance was paid in January. The city is going to try to coordinate and use the same vendors for efficiency in these types of payments.

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

**6. President's Report (Information):**

Robin has observed more activity in the library during her visits. Many people are stopping at the adult reference desk for the Winter Reading program. Emily provided some notes on the Winter Reading program – 314 total people signed up. Some use Beanstack, and others use paper copies. Any age can choose any prize. Jan 1 – March 31. People are excited about the squish mallow prize options.

**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.

**8. New Business**

**A. Report, discussion, and decision regarding updates to the circulation policy (Action)**

Report: Emily looked through policies and through her familiarity with the process circulation department developed the new circulation policy based on an example provided by Jennifer. The proposed policy covers various topics related to library cards, renewals, holds, overdue notices, loans, and more. Some items are standard to MCFLS.

Discussion: Discussion around new credit card capabilities and the costs involved in accepting personal checks. A \$10 minimum for personal checks is recommended and proposes absorbing any credit card fees (no minimum). This will be amended on page 3 of the policy.

Motion to approve updates to the circulation policy with suggested changes made by Robin, seconded by Creston.

**B. Report, discussion, and decision regarding the 2023 fiscal year-end financial report**

Report: Reviewed the 2023 year-end report. MCFLS advises not to include “net usage payments” in the operating budgets in the future as it is very unpredictable. “Other funds” in revenue are from the billboard and other revenue from the city. Donations – enhancement projects were the donations used for the pergola project. Expenses had some line items that went over budget: Salaries & wages, equipment and maintenance, training, equipment, building supplies and maintenance.

Discussion: GPL is looking to align with the city on more vendors to control and consolidate costs in the future. Going forward in 2024 GPL is to make sure anything related to the building pays out of the capital budget.

**C. Report, discussion, and decision regarding capital equipment projects**

Report: 2023 and 2024 need to be committed by the year-end 2024 and paid by 2026. There needs to be a plan written up to spend these dollars. The 2017 and 2018 dollars/projects do not fall under this same time limit, about \$12,000 allotted for capital projects.

Discussion: GPL is looking to add totals to this document for easy reference. Staff and the Board will continue to review this document and keep in mind that GPL needs to have a plan by the end of the year.

**D. Report, discussion, and decision regarding the 2023 state annual report as required by Wisconsin state statutes 43.05(4) and 43.58(6)**

Report: This is all the data and financials the library provides for the annual report.

Discussion: Jennifer would like to see the library lower the cost per circulation to around \$5. For 2023, it was \$9 for physical checkouts, and when looking at both electronic and physical checkouts, the cost per circulation was around \$7. Library usage is rebounding from COVID, which is great.

Motion to approve the state annual report by Robin, seconded by Creston.

**E. Report, discussion, and decision regarding the 2023 public library system effectiveness statement**

Report: Jennifer recommends that we approve.

Discussion: Much of this report was discussed in our earlier discussion on financials.

Motion to approve by Robin, seconded by Melissa.

## 9. Old Business

### A. Report, discussion, and decision regarding Updates to the Library Board Bylaws

Report: The Board reviewed the updates in the last board meeting, and everyone agreed on the changes.

Motion to approve the updates to the library board bylaws by Creston, seconded by Amber. On the roll call vote, the motion carries.

### B. Report, discussion, and decision regarding Friends of the Greenfield Public Library (informational)

Report: The Aug. 14 date for the ROC fundraiser is confirmed. The QR code will be available in March. Sue will follow up with BryteBridge and the city attorney to see about Friends of the Greenfield Library. Jennifer will have the QR code ready for the recreator (usually mid-March deadline).

## 10. Library Director's Report

A. **Winter Reading Program** – discussed earlier in the meeting.

B. **Sorting machine update** – The vendor faced the issues head-on when the VP of North American sales flew out and spent two and a half days on-site getting the software and hardware settings working for GPL. To compensate for all the extra trouble, FeTech is giving GPL an extra year of maintenance at no charge, a \$15,000 savings.

C. **Water test for the roof** –DPW went on the roof and took a video and saw water running down and pooling in the staff breakroom. The water test will help find the leak so it can be fixed. DPW is working with Langer to get the water test completed and the work done to the scupper and commercial gutters on the west side early in spring 2024.

D. **Photocopier Project** – Complete.

E. **Accepting credit card payments at the circulation desk** – Still a work in progress. GPL is waiting on the credit card processor.

F. **Hiring a 15-hour-per-week circulation clerk.** - Jennifer will look to fill this position now that some other pressing issues have been dealt with.

G. **November 5, 2024, election, and impact on library services.** - The library is a voting location for the city. Jennifer asked the Board to consider closing the library at 5 pm to avoid disrupting patrons with the evening voting. She will bring this back at a future meeting for more discussion.

H. **Library of Things** – Video games are now available for checkout. Board games and passes are all coming soon; the goal is to get them out by spring break.

11. **New items for placement on the next agenda (Information)** – Friends of the Library information. Jennifer was asked to follow up with the Board about the library's investments in the City.

12. **Next Meeting:** March 21, 2024 at 6:30 PM.

13. **Adjournment.** On a motion by Robin, seconded by Melissa, the meeting adjourned at 8:37.

Respectfully submitted.

Marie Cardenas, February 2024