

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday January 18, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:35 pm. On a roll call, the following were in attendance:  
Ms. Czaplewski  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ms. O'Brien  
Ms. Ryan  
Ms. Waldoch  
  
Ms. Anderson, Ms. Bruhn and Ald. Lubotsky were excused.
2. Approval of the minutes of the November 16, 2017 meeting (Action): On a motion by Ms. Ryan, seconded by Mr. L'Amie, the minutes of the November 16, 2017 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for November and December 2017 (Action): 100.97% of the revenues for the year have been posted to the library's account by December 31, and 100.41% of expenditures have been made, with a few payments still being worked out. Ms. Ryan moved to approve the financial reports and Mr. Gagliano seconded. All voted in favor.
5. Approval of the November and December 2017 bills presented for payment (Action): There was a capital budget expense in November of almost \$1,200 for the phone system, but this expense might be in error and will be checked. Major bills in November included book purchases, while December expenses included a \$7,000 subscription to an online database; book purchases went down that month, though, as they always do in December. Ms. Czaplewski moved to approve the bills for payment (with a notation to check the potential error); Ms. Ryan seconded. On a roll call vote, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained.
6. President's Report (Information). Michelle Boening, Ms. Czaplewski's sister, has joined the West Allis Public Library Board.

7. Committee Reports (Action):

- a. Legislative & Policy Committee Report and Recommendations: Scheduled a (tentative) meeting date for Thursday March 1 at 6:30 pm.
- b. Marketing & Community Relations Committee Report and Recommendations: Has met several times and discussed fundraising ideas for the library. The committee members all agreed to a proposal for an event called "Books in Bloom" on August 18, 2018. Area florists will be invited to create a floral arrangement based on a book they select. The committee hopes for 12 florists, with judging of entries as well as selected reading lists. The Parks and Recreation Department, or the Beautification Committee, could act as judges, with public ballots accepted too. The event would also involve up to 10 home and garden vendors in the community room. The purpose of the event would be both "fundraising" and "friendraising." Vendors would be charged a fee, and families would be invited to make a donation. Ms. Ryan moved to approve planning a "Books in Bloom" event, and Mr. L'Amie seconded. All voted in favor.
- c. Budget & Finance Committee Report and Recommendations: Will meet soon, nearer to the time of budget planning.
- d. Human Resources Committee Report and Recommendations: A meeting for February or March is needed; committee members will be polled to determine a date.
- e. Building Committee Report and Recommendations: Scheduled a (tentative) meeting date for Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Review of 2018 operating and capital budgets (Information). There is a 3.3% increase in revenues (\$45,000) between 2017 and 2018. All staff are receiving a 2% cost of living increase. The server project is finished and is running smoothly. The digital video surveillance system is being installed at a slight cost overrun due to the need for an outside firm to handle the cable installation. This system is expected to last 15-20 years and will be more useful to law enforcement as well, subject to library privacy and confidentiality policies. 2018 will see great progress on the HVAC system too; the new firm has the expertise to address the problems with it within budget. Capital budget funding has been approved for the HVAC equipment, emergency door frames, a credit card and automated cash register system, and 4 computer carrels and chairs.

9. New Business (Information). Ms. Waldoch will be leaving the board at the end of her term. The recruitment for a new board member will begin in April.

10. Continuing Trustee Education (Information): None.

11. New items for placement on next agenda (Information): None.

12. Next Meeting (Information): February 15, 2018 at 6:30 pm.
13. Library Director's Report (Information). Detailed Director's Reports had been prepared in the past; would like to focus now on areas of specific interest to each board member. Suggestions included circulation numbers with visual graphs, the library's annual report, trends in the use of materials and online resources, ideas from the library suggestion box, budget issues with perhaps an expert to present the main points, and the library's selection policy for books and DVD's. In addition, a SWOT analysis (strengths, weaknesses, opportunities and threats) is always relevant.
14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Mr. Gagliano, the meeting adjourned at 7:42 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday February 15, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:35 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Gagliano  
Ms. Knasinski  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Waldoch  
  
Mr. L'Amie and Ms. Ryan were excused.
2. Approval of the minutes of the January 18, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Waldoch, the minutes of the January 18, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for January 2018 (Action): Revenues are at zero for the start of the year, while expenditures were at 5%, including a few left over from December. Ms. Czaplewski moved to approve the financial reports and Ms. Bruhn seconded. All voted in favor.
5. Approval of the January 2018 bills presented for payment (Action): There were two large capital budget expenses during the month: HVAC system repairs and the new digital security system, with eight additional cameras now (40 as compared to the old 32.) To note in accounts payable, there were charges for Cisco Networking equipment and Untangle (library firewall.) The library is now taking bids from other janitorial firms so the charge for Gibb is now month to month instead of annual. Ms. Czaplewski moved to approve the bills for payment, and Mr. Gagliano seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports (Action):
  - a. Legislative & Policy Committee Report and Recommendations: Will meet Thursday March 1 at 6:30 pm.

- b. Marketing & Community Relations Committee Report and Recommendations: Joan Stevens of the Greenfield Beautification Committee has agreed to serve as a judge for the Books in Bloom event; the plan is to have a panel of three judges, and the mayor was invited as well as a representative from the Parks and Recreation department. Two florists have already expressed interest in participating, and ten additional requests have been sent out.
- c. Budget & Finance Committee Report and Recommendations: No meeting scheduled yet.
- d. Human Resources Committee Report and Recommendations: Will meet Thursday February 22 at 6:30 pm.
- e. Building Committee Report and Recommendations: A meeting is scheduled for Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Report on library staff workgroup formed to plan, coordinate and oversee a used children's book drive and fundraiser to purchase new books – the proceeds and donations to stock the "Little Libraries" during the summer (Information). Ms. O'Brien asked library professional staff members if they'd like to help out with this project and they agreed. It is scheduled for April or May, with book distribution in summer.

9. New Business (Information).

- h. Presentation of the Wisconsin 2017 State Annual Report, and discussion and decision whether to endorse the report for the President's signature (Action). The report covers all aspects of library operations and measures. Some highlights include number of books owned (78,614, which is fewer than in 2016 because of culling,) expenditures on materials (\$89,665), and audio items owned (47,660 for electronic download and over 10,000 physically in the building.) The number of downloadable items grew rapidly due to the Overdrive system, while purchased items stayed level. The library owns about 8,000 video items, with video downloadables not growing as rapidly as they did for audio.

Revenues included municipal funding (\$1.12 million,) and state funding through reciprocal borrowing payments. Items checked out totaled 268,000, down from about 330,000 in 2011. The library visitor counts (170,000 per year) have been fairly stable since 2011, however. Wi-Fi sessions (30,507) have now exceeded the number of sessions using the library's desktop computers (about 25,000.)

On the employment side, the FTE (full time equivalent) total is 16.62, of which half are full time employees. Circulations to Greenfield residents are lower than that to nonresidents but are moving up. E-book checkouts have dramatically increased since 2011, to 10,662. Library programs for children have also increased dramatically since 2011 (to 326 from 141.) Attendance has increased for children's programs as well as adult programs. The Director was able to answer "yes" to all of the points on the

“Assurance of Compliance” checklist. Ms. Knasinski moved to have the Board President endorse the report; Ms. Bruhn seconded. All voted in favor.

- i. Discussion and decision whether to endorse a “Statement of System Effectiveness” to accompany the Wisconsin 2017 Annual Report (Action). The statement reads “Did the library system provide effective leadership and adequately meet the needs of the library?” Ms. Czaplewski moved to endorse the statement “Yes, the library system provided effective leadership and adequately met the needs of our library”; Ms. Knasinski seconded. All voted in favor.

10. Continuing Trustee Education (Information). None.

11. New items for placement on next agenda (Information): Ms. O’Brien would like to present more detailed profiles of library usage.

12. Next Meeting (Information): March 15, 2018 at 6:30 pm.

13. Library Director’s Report (Information). None.

14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Waldoch, the meeting adjourned at 7:26 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday March 15, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:34 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Waldoch  
  
Mr. Gagliano and Ms. Ryan were excused.
2. Approval of the minutes of the February 15, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the minutes of the February 15, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for February 2018 (Action): At 16.6% of the fiscal year completed, revenues on several lines are ahead of schedule. 14.74% of revenues have been expended. 95.2% of the MCFLS annual charge has been paid, and some supplies and new equipment were purchased that had been postponed from last fall. The sewer bill was significantly higher than last year and Ms. O'Brien will try to determine the reasons for this difference. The library provides the cleaning supplies and equipment to the janitorial firm, Gibb, and it may be able to negotiate a lower bill because of this. Ms. Czaplewski moved to approve the financial reports and Ald. Lubotsky seconded. All voted in favor.
5. Approval of the February 2018 bills presented for payment (Action): Capital expenses for February consisted of \$2,741 for continued HVAC system repair work. Accounts payable included book purchases, a \$27,480 MCFLS 2018 automation charge, and a charge for participation in the Overdrive system. Ms. Czaplewski moved to approve the bills for payment, and Ms. Anderson seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.

There was also one correction to the January 2018 account, regarding the billing for the installation of 40 security cameras. The charge needed to be switched from a

capital budget expense to an operating budget line for that month. Ms. Czaplewski moved to make this correction to the capital budget/operating budget for January 2018 and Ms. Bruhn seconded. All voted in favor.

6. President's Report (Information). None this month.

7. Committee Reports (Action):

a. Legislative & Policy Committee Report and Recommendations: The committee met on March 1.

i. Recommendation to adopt the Record Retention Policy (Action). The committee recommends that the library adopt the Department of Public Instruction and the State of Wisconsin Public Records Board general records schedule of retention and disposal. The DPI has created this schedule, with a different policy for different types of documents. Ms. Czaplewski moved to adopt the Record Retention Policy; Ms. Anderson seconded. All voted in favor.

ii. Recommendation to adopt the MCFLS Bed Bug Response Policy (Action). All the public libraries in MCFLS agree on the importance of responding quickly and effectively to potential contamination. They have proposed a set of specific guidelines to use when addressing this problem, including how to treat contaminated materials and contact the borrowers and the other libraries. Ms. Czaplewski moved to adopt the policy; Ald. Lubotsky seconded. All voted in favor.

iii. Recommendation to reaffirm the Disruptive Behavior Policy (Action). This policy addresses many types of prohibited behaviors on library premises, including loud or threatening language and activity, blocking access, possessing weapons, using tobacco products or bringing alcohol or illegal drugs into the library, bringing non-certified animals into the library, using skateboards, or sleeping in the library (because of the possibility of a medical emergency.) Ms. Knasinski moved to reaffirm the Disruptive Behavior Policy; Ms. Bruhn seconded. All voted in favor.

iv. Recommendation to reaffirm the Limited Public Forum Policy (Action). The library's bulletin boards and literature racks are to be used for notices of educational and other local civic events. They may not be used for personal business notices or ads, or for political literature and postings by political campaigns. The newsletters of currently elected officials are allowed, as are state maps with elected officials' photos. The policy also has some exceptions for election days. The Limited Public Forum portion of the policy specifies that the Library has established itself as a "limited public forum" wherein public speech, literature distribution, and signature collections are allowed-- limited as to the time, place and manner so as to not disrupt the business of the library. Ms. Czaplewski moved to reaffirm the Limited Public Forum policy; Mr. L'Amie seconded. All voted in favor.



- b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
- c. Budget & Finance Committee Report and Recommendations: Did not meet.
- d. Human Resources Committee Report and Recommendations:
  - i. Board to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility (Action). Ms. Czaplewski moved to go into closed session; Mr. L'Amie seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.
    - a. Report, discussion and decision regarding the Library Director's goals, performance evaluation and compensation.
    - b. Report, discussion and decision regarding an employee compensation study.
    - c. Report, discussion and decision regarding the Library Longevity Policy.
  - ii. Adjourn closed session and reconvene into open session (Action). Ms. Czaplewski moved to reconvene into open session; Ms. Bruhn seconded. All voted in favor.
  - iii. Report out of closed session of actions taken (Action). The Library board approved the Director's 2018 goals and a 2% salary increase for March 2018 to February 2019. The board asked the Director to request bids for a compensation study for library employees, and it approved modifications to the library Longevity Policy which awards length of service gifts.
- e. Building Committee Report and Recommendations: Will meet on Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Report on current planning for a children's used book drive and fundraiser to purchase new books to fill the "Little Libraries" at Greenfield elementary schools this summer (Information). There will be a Scholastic Tabletop Book Fair starting on April 15, succeeded by an Usborne Book Fair on May 1 for three weeks. The theme for the fundraising campaign is "Feed the Need to Read."
- h. Report, discussion and decision regarding reactivating the Ad-hoc Art Enhancement Committee (Action). The process of looking into purchasing art works for the lobby had started but not continued. There is now a chance that the library could receive funds for a matching grant to help with a Go Fund Me-type of campaign. The board discussed whether the artwork would be installed

only in the lobby or throughout the entire library. There is interest in reactivating the committee and calling a meeting, and also in trying to solicit corporate donations. Ms. Czaplewski moved to reactive the committee; Mr. L'Amie seconded. All voted in favor.

9. New Business (Information).

- i. Continuing Trustee Education (Information). None.
- j. Report on historical trends in staffed reference desk utilization by library patrons from the 1990's to the present (Information). Ms. O'Brien shared a visual representation of the library's 2017 annual report, and then discussed a chart which showed that reference transactions reached 40,600 in 1998 at the start of the Internet age, fell to 24,400 in 2004, rose to 32,084 in 2009 at the time the new library building opened, and then fell to 21,983 in 2016 and 20,410 in 2017.

10. New items for placement on next agenda (Information): Ms. O'Brien would like to share some library patron suggestions with the board.

11. Next Meeting (Information): April 19, 2018 at 6:30 pm.

12. Library Director's Report (Information). None.

13. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Mr. L'Amie, the meeting adjourned at 8:27 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday April 19, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:52 pm. On a roll call, the following were in attendance:
  - Ms. Bruhn
  - Ms. Czaplewski
  - Mr. Gagliano
  - Ms. Knasinski
  - Mr. L'Amie
  - Ald. Lubotsky
  - Ms. O'Brien
  - Ms. Ryan
  - Ms. Waldoch

Ms. Anderson and Ms. Waldoch were excused.
2. Approval of the minutes of the March 15, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the March 15, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for March 2018 (Action): At 24.7% of the fiscal year completed, 23.6% of revenues have been expended. There were no expenses out of the ordinary. Ms. Czaplewski moved to approve the financial reports and Ms. Ryan seconded. All voted in favor.
5. Approval of the March 2018 bills presented for payment (Action): There was a charge by Ideal for HVAC service for both 2018 and 2019. There was also a charge for the theft of an Oak Creek Library item from the reserve shelf. Ms. Czaplewski moved to approve the bills for payment, and Ms. Bruhn seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports (Action):
  - a. Legislative & Policy Committee Report and Recommendations: Did not meet.
  - b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
  - c. Budget & Finance Committee Report and Recommendations: Did not meet.

- d. Human Resources Committee Report and Recommendations: Did not meet.
- e. Building Committee Report and Recommendations: Met on Thursday March 29 at 6:30 pm.
  - a. Report, discussion and decision whether to seek bids for expansion of the Teen Computer Room and addition of glass enclosure walls to transition the area to a youth makerspace (Action). The teen computer area is now near the Children's Library, but is small and crowded and needs improvement. Ms. O'Brien looked for cost estimates for doubling the size of the area through the use of stationary or movable glass walls that would create a makerspace. Huffcor, a Janesville, WI company, has worked with the Janesville Fire Department on walls for their meeting room. JWC Building Specialties in Hartland would deliver and install the Huffcor panels, with a quote of \$44,000, with some additional costs for other work that would need to be done to prepare the area. This would most likely be funded as a capital budget request. Ms. Czaplewski moved to approve gathering further bids; Ms. Ryan seconded. All voted in favor.
  - b. Report, discussion and decision whether to begin the transition of the Library's lighting to more cost effective, brighter and energy efficient LED lighting (Action). The Building Committee had noted the relative dimness of the fluorescent lighting throughout the library at its last meeting; this is due to the fact that the bulbs' intensity lessens over time. Ms. O'Brien had installed three T8 LED bulbs of different color shades in the conference room, using the existing fixtures, for the Board to examine. This approach throughout the library would save money compared to the alternative of changing all the fixtures and replacing them with fixtures holding integrated bulbs. The board agreed to continue this research.

8. Old Business:

- g. Report, discussion and decision regarding an employee compensation study (Action). The HR committee had looked at comparable salaries throughout the city, since entry-level wage rates at the library have not increased since 2008, when wage increase steps were also eliminated. It recommended exploring the idea of commissioning a compensation study. Ms. O'Brien received a quote from a private firm in Middleton to undertake a one-time study for \$8900. Two online firms were surveyed and would charge \$1500 and \$4500 a year, respectively, for three years for a study. There isn't a formal database of salary information in the state library system, or provided by the state. A compensation study would provide facts to address employee perceptions of their level of pay. The board would like the Director to continue to solicit bids, with a proposed target cost of less than \$3000. Since the library has only 25 employees, perhaps other city departments would be willing to join in the study and share costs.
- h. Report, discussion and decision regarding recommendations of the Ad-hoc Art Enhancement Committee (Action). The committee met prior to the board meeting on April 19, and will continue to research Wisconsin artists.

- i. Review of patrons' suggestions (Information). Patron suggestions included comments about lighting levels, receipts for book returns, additional clubs and craft classes, quiet areas, and the availability of tablets for library use.

9. New Business (Information).

- j. Continuing Trustee Education (Information). None.
- k. Report, discussion and decision regarding the search for applicants to fill the anticipated Library Board Trustee vacancy (Action). Ms. O'Brien will post the vacancy in the local newspaper and on the library's website in May, so the board can interview candidates at the June meeting, with the chosen candidate joining the board in July.

10. New items for placement on next agenda (Information): None.

11. Next Meeting (Information): June 21, 2018 at 6:30 pm. Some committees will meet in May.

12. Library Director's Report (Information). None.

13. Adjournment (Action). On a motion by Ms. Ryan, seconded by Mr. Gagliano, the meeting adjourned at 8:08 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, May 19, 2018**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**

**Meeting Cancelled**

Notice: the regularly scheduled Greenfield Public Library Board meeting on May 17, 2018 has been cancelled.

The next meeting is planned for June 21, 2018 at 6:30 PM.

Greenfield Public Library  
5310 West Layton Avenue  
Greenfield Wisconsin 53220  
(414) 321-9595; fax (414) 321-8595  
<http://www.greenfieldlibrary.org>

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday June 21, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:38 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Ryan  
  
Ms. Waldoch was excused.
2. Approval of the minutes of the April 19, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the April 19, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for April and May 2018 (Action): In April, the charge for MCFLS was at 95% of budgeted expenditures and new equipment was at 185%. However, MCFLS is a one-time annual expenditure, and the new equipment overage was due to unforeseen difficulties installing the cabling for the library's new video surveillance system. In April, the library was at 31% of budgeted expenses overall, and in May at just under 40%. Ms. Czaplewski moved to approve the financial reports and Ms. Bruhn seconded. All voted in favor.
5. Approval of the April and May 2018 bills presented for payment (Action): April bills included no charges above average; in May there was a capital expense item for a 50% payment (of \$5,000) for equipment for the Smart Terminal/self-check credit card system. Also in May, \$1,200 was paid as the annual fee for a compensation study. Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). The library us now beginning the budget process for the next period.
7. Old Business:

- a. Review of 2017-2020 Strategic Plan Vision, Mission and Values, and Implementation Initiatives (Information). Many of the most important initiatives were funded in 2018, but others were not, and those initiatives still not implemented need to be revisited by the committees and the board for funding proposals.
- b. Review of the 2018 YTD revenues and expenditures performance report (Information). Revenues are on target at 95.42% so far this year, with the exception of fines for library materials, which usually increase in summer. Note: the City of Milwaukee doesn't charge fines for children's items, and Wauwatosa is moving toward eliminating all fines. Expenditures overall at the halfway mark in the calendar year are at 43.44%, with only a few instances of extraordinary expenses. Gas and electric rates may increase this year along with other unpredictable expenses, but the Director feels the library will end the year on budget and with no need to dip into its fund balance.

8. Committee Reports (Action):

- a. Legislative & Policy Committee Report and Recommendations: Did not meet.
- b. Marketing & Community Relations Committee Report and Recommendations: Did not meet, will schedule a meeting soon.
- c. Budget & Finance Committee Report and Recommendations:
  - a. Recommendations for the 2019 operating and capital budgets (Action). The committee met and recommended the re-examination of the plan to open the library Monday through Saturday at 9 am, as well as staying open on Sundays all year long. The committee also looked at outreach initiatives to special needs populations, seniors, and middle/high school students. Capital budget requests include the replacement of the sound system in the community room, purchasing stackable chairs for the community room, and installing high efficiency LED bulbs throughout the library. Replacing the materials sorter is a major upcoming need and purchase as well.
- d. Human Resources Committee Report and Recommendations:
  - a. Recommendations for the 2019 operating and capital budgets (Action). The committee met and looked at previously proposed strategic plan initiatives. In 2019, there may be some opportunities to address entry level wages for part time paraprofessional employees which do not compare favorably with those at other local businesses.
- e. Building Committee Report and Recommendations: Did not meet.

9. New Business (Information).

- f. Report and discussion of statewide Public Library System Redesign project status (Information). This initiative has been underway for over two years and has now reached the point where the work groups have made recommendations to the steering committee. It is now in a five-week public comment period, and a summit will take place at the end of July. The board viewed a presentation from the PLSR dated June 12, updating libraries and library boards with the progress made so far in



the redesign project. The size of library systems in the state currently ranges from one county to ten counties. The steering committee, composed of representatives from public libraries, is working with a group of Core Recommendation Collaborators (CRC), also consisting of representatives from statewide public libraries. These two groups, along with attendees to the Model Development Summit, will work to implement the recommendations.

There were four service models proposed: the current (enhanced) regional system structure; 6-8 regional library systems with some statewide services; one statewide library system; and a FORWARD Wisconsin enhanced current library system model. The model with the most votes was Model Y: the 6-8 regional library systems model under a statewide services umbrella. But Model W (FORWARD Wisconsin) was very close behind and both models are open for public comment until July 20. Then the models will be discussed at the Model Development Summit on July 30 and 31. Equity is a key issue, allowing all library systems to have access to services, even the smaller and rural systems.

- g. Report on Library Contracts and Agreements (Information). Every June and July, city departments, with the exception of the library, need to report their contract obligations and financial agreements for the year. But in the case of the library, the library board is the final decision-making authority. Ms. O'Brien proposed preparing this document for the library board as well, listing all agreements including those for maintenance, MCFLS, and other contract obligations. The board agreed on the usefulness of this report.
- h. Continuing Trustee Education (Information). There is still a vacancy on the board. The information is posted on the library website and on its Facebook page.
- i. New items for placement on next agenda (Information): None.
- j. Next Meeting (Information): July 19, 2018 at 6:30 pm.
- k. Library Director's Report (Information). Ms. O'Brien distributed the summer program booklet, with information about all library programs from June 1 to August 31.
- l. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:59 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**

**Thursday July 19, 2018 6:30 P.M.**

**2<sup>nd</sup> Floor Conference Room  
5310 W. Layton Ave. Greenfield**

**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:37 pm. On a roll call, the following were in attendance:

Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Ryan

There were also two visitors in attendance, Creston Fleming and Wendy Young.

2. Interview with applicant to fill board vacancy, discussion and decision regarding a recommendation to the Mayor and Council for appointment (Action). An applicant was interviewed by the Board. It was decided the interview process will continue because there is now additional interest in a Board position by another potential applicant.
3. Approval of the minutes of the June 21, 2018 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Bruhn, the minutes of the June 21, 2018 meeting were approved as presented.
4. Public comment (Information). None.
5. Special order of Business: Election of Library Board Officers (Action). Current President Ms. Czaplewski chaired the election as she is not running for re-election as President. Results of the voting by affirmation are: President, Ms. Lubotsky. First Vice President: Ms. Czaplewski. Second Vice President: Ms. Bruhn. Secretary: Ms. Knasinski. Treasurer: Mr. Gagliano.
6. Acceptance of the Financial Report for June 2018 (Action): The library is at the halfway point of the fiscal year, and total expenditures are currently at 49.43%. Ms. Czaplewski moved to approve the financial report and Ms. Knasinski seconded. All voted in favor.
7. Approval of the June 2018 bills presented for payment (Action): Bibliotheca is the company from which all the RFID equipment was purchased (sorting, security gates, etc.) and the library pays a maintenance agreement fee annually to enable it to keep all the equipment running smoothly. This month there were also payments to

individuals for presenting at summer programs, and the annual fee to SOLID Surface Care for floor and carpet cleaning. Ms. Ryan moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

8. President's Report (information):

- A. President's appointment of committee membership (Action). The following committees have been appointed for 2018-19: Marketing and Community Relations – Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ald. Lubotsky; Legislative and Policy – Ms. Anderson, Ms. Bruhn, Ms. Knasinski, Mr. L'Amie; Building – Mr. L'Amie, Ald. Lubotsky, Ms. Ryan; Human Resources – Ms. Czaplewski, Mr. Gagliano; Budget and Finance – Mr. Gagliano, Ms. Knasinski, Ms. Ryan.
- B. Continuing Education: None.

9. Library Director's Report:

- a. Review of the financial reports: 2017 year-end and June 2018 year-to-date budget performance reports (Information). Ms. O'Brien presented and YTD expenditures report, noting several areas of overspending, such as new equipment.
- b. Ms. O'Brien gave a review of PLSR process, noting that the comment period will be extended at least a week, and possibly until after the summit takes place on July 30 and 31 in Stevens Point.
- c. The compensation study database, called PayScale, has been completed. The results have shown that using 2018 wage rates, 25% of Greenfield library employees fall below the 25<sup>th</sup> percentile in pay level, 33% fall between the 25<sup>th</sup> and 49<sup>th</sup>, 37% between the 50<sup>th</sup> and 74<sup>th</sup>, and 8% (2 people) are above the 75<sup>th</sup> percentile.

10. Committee Reports (Action):

- a. Legislative & Policy Committee Report and Recommendations: Did not meet.
- b. Marketing & Community Relations Committee Report and Recommendations regarding the 2019 Budget (Action): Met and selected outreach initiatives to promote to groups within the community, at a cost of \$7,100.
- c. Budget & Finance Committee Report and Recommendations regarding the 2019 Budget (Action). Endorsed several outreach programs, as well as the library opening at 9 am Monday through Saturday (instead of opening at 10:00 AM) and remaining open on Sundays during the summer.
- d. Human Resources Committee Report and Recommendations regarding the 2019 Budget (Action). 2019 may offer a unique opportunity to adjust the hourly pay for entry level employees. The committee recommends a 2.5% Cost of Living Adjustment (COLA) to all employees based on the Bureau of Labor Statistics official CPI-U (June 2017 through May 2018), plus a \$1/hour

increase for those earning \$10-\$15/hour, a \$2/hour increase for those earning less than \$10/hour, along with a \$500 bonus to other employees not falling into one of those two categories. Management would not receive the bonus. The committee also recommended moving the opening time to 9 AM Monday through Saturday at a cost of \$19,000 annually; a \$23,000 cost for COLA and wage incentives. In addition, the committee recommended the library stay open until 5 PM on Saturdays, and from 1 – 5 PM on Sundays in the summer.

- e. Building Committee Report and Recommendations: Did not meet.

11. New Business (Information).

- a. Discussion and decision regarding adoption of a 2019 operating budget request to present to the City of Greenfield (Action). Ms. O’Brien presented a list of operating budget projects that were supported by each of the committees through their work to implement the 2016-2020 strategic plan initiatives. The total cost of all the strategic plan initiatives recommended would be \$58,100. It appears that, projecting to the end of 2018, \$36,000 will need to be paid out of the library’s fund balance for operating expenses, leaving a total of about \$20,000 in the fund balance. The new initiatives require a 7.26% increase in the tax levy. Total expenses would increase by 5.66%. Ms. Ryan moved to approve the 2019 operating budget request as presented total revenues and expenses of \$1,395,254. Mr. Gagliano seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L’Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

12. Discussion and decision regarding adoption of a 2019 capital budget request to present to the City of Greenfield (Action).

Ms. O’Brien presented a list of capital budget projects recommended by board committees for approval in order to implement the 2016-2020 Strategic Plan initiatives:

<b>2019 Projects</b>	<b>Price</b>
100 Lightweight mesh stacking chairs with dollies for Community Room	\$20,000
Replacement sorting machine & book drops	\$200,000
LED Lighting, building-wide--installed by contractor (not DPW)	\$35,000
Replacement sound system in the Community Room & Conference Room	\$20,000
15 staff computers--5 year technology replacement plan	\$15,000
Glass Walls/sliding doors to Enclose MakerSpace in Children's	\$55,000
High efficiency, paperless, sanitary & quiet Dyson Hand driers for the restrooms	\$12,000
Re-tar East roof	\$29,000
Replace Security Alarm System	\$25,000
<b>Future Projects</b>	
Interior painting- 2020	\$10,000

Partial furniture replacement- 2021	\$10,000
Partial furniture replacement- 2022	\$10,000
Partial furniture replacement- 2023	\$10,000

There was a motion by Ms. Ryan to approve the 2019 capital budget request as presented, Ms. Bruhn seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

13. Continuing Trustee Education (Information). None.

14. New items for placement on next agenda (Information): None.

15. Next Meeting (Information): August 16, 2018 at 6:30 pm.

16. Library Director's Report (Information). None.

17. Adjournment (Action). On a motion by Ms. Ryan, seconded by Ms. Bruhn, the meeting adjourned at 8:15 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday August 16, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ald. Lubotsky at 6:32 pm. On a roll call, the following were in attendance:

Ms. Bruhn  
Ms. Czaplewski  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Ryan

Ms. Anderson and Mr. Gagliano were excused.

2. Interview with applicant to fill board vacancy, discussion and decision regarding a recommendation to the Mayor and Council for appointment (Action). An applicant expressed a willingness to be interviewed by phone during the meeting. Ms. Knasinski moved to wait until September for an in-person interview. Ms. Czaplewski seconded. All voted in favor.
3. Approval of the minutes of the July 19, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the July 19, 2018 meeting were approved as presented.
4. Public comment (Information). None.
5. Acceptance of the Financial Report for July 2018 (Action): Ms. O'Brien stated that Mr. Gagliano had reviewed the invoices and recommended acceptance of the financial report. With 58% of the fiscal year completed, 96% of revenues have been taken in; expenses are at 55.86% for the year. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
6. Approval of the July 2018 bills presented for payment (Action): There was a capital expense for the final payment of \$4,671 for a Comprise Smart terminal for self-checkout and for credit card acceptance. A sound system was also installed in the Community Room for \$4,495. Ald. Lubotsky moved to approve the bills for payment, and Ms. Bruhn seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.
7. President's Report (Information). None this month.

8. Committee Reports (Action):
  - a. Legislative & Policy Committee Report and Recommendations: Did not meet.
  - b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
  - c. Budget & Finance Committee Report and Recommendations: Did not meet.
  - d. Human Resources Committee Report and Recommendations: Did not meet.
  - e. Building Committee Report and Recommendations: Did not meet.
  
9. Library Director's Report (Information). The library will host a Celebration of Greenfield Arts on Saturday August 18, from 10 am to 4 pm. The event will include an outdoor art fair and workshops, and will help inaugurate the fundraising campaign "Greenfield Creates" for art to be purchased for the library. The website for donations is [www.givinggrid.com/fozbsm](http://www.givinggrid.com/fozbsm).  
  
Regarding the eligibility of Ald. Lubotsky to also serve as library board chair, Ms. O'Brien stated there is no statutory prohibition against a city council member also serving as Library Board President. She recommended that in the future, a nominating committee be appointed at least one month prior to the board elections as specified in the Library Board Bylaws.
  
10. New Business (information). None.
  
11. Old Business (Information). Ms. O'Brien will report on recommendations of the PLSR (Public Library System Redesign) steering committee next month.
  
12. Continuing Trustee Education (Information). None this month; this agenda item was added a few years ago and is useful as a way to share new information as it becomes relevant.
  
13. New items for placement on next agenda (Information). The PLSR report from Ms. O'Brien will be discussed, as well as the launch of the fundraising campaign that will run through November.
  
14. Next meeting: September 20, 2018 at 6:30 pm.
  
15. Adjournment (Action). Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Bruhn, the meeting adjourned at 7:19 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday September 20, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ald. Lubotsky at 6:30 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
  
Ms. Ryan was excused.
2. Interview with applicants to fill board vacancy, and discussion and decision regarding a recommendation to the Mayor and Council for appointment and confirmation (Action). Applicants were interviewed to fill the Library Board vacancy. After interviews, discussion and a vote by secret ballot, Ms. Czaplewski made a motion that the Board recommend Mr. Creston Fleming to the Mayor and City Council; Ald. Lubotsky seconded. All voted in favor.
3. Approval of the minutes of the August 16, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the August 16, 2018 meeting were approved as presented.
4. Public comment (Information). None.
5. Acceptance of the Financial Report for August 2018 (Action): Total revenues collected are at 96% of budget and expenditures are at 66%, but year-end bills will soon be coming in. Ms. Knasinski moved to approve the financial report and Ms. Czaplewski seconded. All voted in favor.
6. Approval of the August 2018 bills presented for payment (Action): There was a capital expense of \$6,600 from Byte Studios for website design work, as well as two EBSCO annual renewals, one for periodicals and one for continuations (standing orders of reports such as the Kelley Blue Book.) Ald. Lubotsky moved to approve the bills for payment, and Ms. Bruhn seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, and Ald. Lubotsky voted in favor; none voted against nor abstained.



7. President's Report (Information). Ald. Lubotsky informed the Library Board of developments at the City Council, including an upcoming budget meeting and a public safety referendum.
8. Committee Reports (Action):
  - a. Legislative & Policy Committee Report and Recommendations: Did not meet.
  - b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
  - c. Budget & Finance Committee Report and Recommendations: Did not meet.
  - d. Human Resources Committee Report and Recommendations: Did not meet.
  - e. Building Committee Report and Recommendations: Did not meet.
9. Library Director's Report (Information).
  - A. Report on the status of the Wisconsin DPI Public Library System Redesign (PLSR) project (Information). Ms. O'Brien reported that Superintendent of Public Instruction Tony Evers has released his 2019-2021 budget request to the state, with substantial increases in the educational budget, including information about how libraries would be affected. He is requesting a \$2.5 million budget increase for the public library system for 2019-2020 and a \$4 million increase for 2020-2021. Since Mr. Evers is running for governor, the PLSR Steering Committee has decided to postpone its report to DPI until after the November elections. The Steering Committee is working on the draft report now, then will send it to other state library boards for comment; a survey will also be sent out to all libraries. The final draft of the report will be delivered to Mr. Evers and the Department of Public Instruction in December.
10. New Business (information).
  - A. Report on the 2018 Summer Reading and Summer Library programs (Information). Ms. O'Brien presented an info-graphic prepared by Mr. Peter Blenski, one of the library's youth services librarians: 653 children signed up for summer programs, the highest number ever recorded. 178 adults also signed up, the second highest number recorded. Grade school visits were a success in terms of encouraging signups too. Child and adult signups have shown a steady increase over the past five years and ten years, although adult signups spiked in 2013 at 201. (Half Price Book gift cards were given out that year.) The top five programs over the 2018 summer were: Magician Rick Allen (125 attendees,) Bubbleology, Escape Room, David Stokes (Naturalist,) and the Lego Club's mini golf challenge.
11. Old Business (Information).
  - A. Report, discussion and decision on the "Celebration of Greenfield Arts" kickoff event and "Greenfield Creates" fundraising campaign (Action). Attendance was good at the art fair and generated sales for the artists' work. The event raised \$980 so far for the fundraising campaign. The Giving Grid crowdfunding campaign runs to the end of November, and a letter is going out to past donors. Expenses for staging the art fair were high but the equipment can be re-used for future fairs. It was learned that the artists need to be informed as early as January, to result in a successful fair. The idea was proposed to hold

the fair on a Sunday at the Greenfield Farmers Market. The Ad Hoc Art Committee may meet soon to discuss possible future events to hold before the next art fair.

12. Continuing Trustee Education (Information). The DPI's document "Trustees Essentials" is available online and the board discussed Chapter 1, the trustee "job description."
13. New items for placement on next agenda (Information). None.
14. Next meeting: October 18, 2018 at 6:30 pm.
15. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Bruhn, the meeting adjourned at 8:21 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday October 18, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ald. Lubotsky at 6:30 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Flemming  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien
2. Approval of the minutes of the September 20, 2018 meeting (Action): On a motion by Ms. Bruhn, seconded by Ms. Czaplewski, the minutes of the September 20, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for September 2018 (Action): Mr. Gagliano reported that total revenues collected are at 96.85% and expenditures at 73%, and the library is still waiting for some annual bills to come in. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
5. Approval of the September 2018 bills presented for payment (Action): Mr. Gagliano reported that the library is approaching the last three months of annual renewals, including the HVAC service agreement. During discussion, it was noted that energy bills were a little lower because of unseasonably warmer temperatures recently. The purchase of prizes for the summer reading program was also reflected in the current bills. Ald. Lubotsky moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, and Ald. Lubotsky voted in favor; none voted against nor abstained.
6. President's Report (Information). Budget deliberations have begun for the City of Greenfield. There will be a public hearing on Wednesday November 7. The library has been offered as a venue for a public hearing on the safety referendum. An informational piece has been prepared about it for Greenfield web sites; one of the issues for consideration is that only 27 cents of every tax dollar stays in Greenfield.

7. Committee Reports (Action):

- a. Legislative & Policy Committee Report and Recommendations: Did not meet.
- b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
- c. Budget & Finance Committee Report and Recommendations: Did not meet.
- d. Human Resources Committee Report and Recommendations: Did not meet.
- e. Building Committee Report and Recommendations: Did not meet, is planning a meeting for November.
- f. Ad-hoc Art Enhancement Committee report and recommendations: Met on October 18, discussed fundraising efforts (currently at \$1,500, below the goal of \$35,000.) There is already a weekly Facebook ad, and the possibility of a one-time email fundraising appeal to library patrons. The committee voted unanimously to recommend this course of action.

8. Library Director's Report (Information).

- A. Report on the status of the Wisconsin DPI Public Library System Redesign (PLSR) project (Information). Ms. O'Brien first distributed a one-page annual Greenfield Library report for 2017, including revenues, expenditures, and activity and circulation numbers. The PLSR steering committee won't submit formal recommendations until after the November election. But several directives have emerged, including the fact that the workgroup reports will be a central focus for deciding on service improvements. The second directive emphasizes general agreement that action should be taken soon. Changes in the way the system is organized should be organic (from within,) not mandated. Improvements need to benefit library patrons, not just systems. Equitable access to library services needs to be a priority. Also discussed are a centralized statewide continuing education portal and development of a discovery layer to draw resources from all the regional online catalogs and make them searchable throughout the state. There is support for the general idea of reducing library systems within the state and the development of system standards. The motivation for change will be through incentives, not penalties.

9. New Business (information).

- A. Report, discussion and decision whether to authorize Greenfield Library staff to email adult library patrons who are Greenfield residents and are active library patrons, as outreach for the current fundraising campaign "Greenfield Creates", utilizing the email addresses attached to their library card registration record that many patrons have voluntarily provided as their preferred means of receiving communications from the Library (Action). The feeling of the Ad Hoc Art Enhancement Committee is that patrons have given implicit permission for their email address to be used for library communication. Other area libraries use emails for similar purposes. There is no plan to send a paper letter to patrons who didn't supply an email address. 13,000 Greenfield residents have library cards and 7,500 email addresses are in the database, with 2,500 of them belonging to frequent library users. This would be the target group, screening out minors and those with more than \$5 in outstanding fines.

The DPI does recommend that the library be prepared for negative reactions from patrons who may not have wished to have their email addresses used for fundraising. The email would be sent out in time for "Giving Tuesday," the Tuesday after Thanksgiving.

An additional fundraising idea for November include suggesting donations at the circulation desk, with patrons given the opportunity to have their name posted on a sign. Ms. Ryan moved to approve the one time use of the email address database to solicit donations. Ms. Bruhn seconded. Emails will be sent out at the library director's discretion. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, and Ald. Lubotsky voted in favor; none voted against nor abstained.

10. Old Business (Information). None.
11. Continuing Trustee Education (Information). An email from Greenfield's chief health officer forwarded an article saying that libraries are playing a major role in the public's health care decisions and access to information. In addition, the Greenfield library staff is trained in the QPR (Question, Persuade, Refer) suicide prevention technique.
12. New items for placement on next agenda (Information). None.
13. Next meeting: November 15, 2018 at 6:00 pm (changed for this meeting from 6:30 pm.)
14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:25 pm.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday November 15, 2018 5:00 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ald. Lubotsky at 5:00 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Mr. Flemming  
Mr. Gagliano  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Ryan
2. Approval of the minutes of the October 18, 2018 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Czaplewski, the minutes of the October 18, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for October 2018 (Action): Board Treasurer Mr. Tod Gagliano reported that total revenues collected are at 98% and expenditures at 81%, as annual bills continue to come in. The Quality of Life revenue line has now been transferred to the library's fund and will appear in next month's financial report. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
5. Approval of the October 2018 bills presented for payment (Action): Mr. Gagliano reported that this month, the main expenditures were book purchases and the WE Energies bill. Repairs to the elevator and fire suppression system automation were needed because of damage to the mother boards during high winds from storms. One keypad to the workroom door also needed to be replaced. Ald. Lubotsky moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports (Action):
  - a. Legislative & Policy Committee Report and Recommendations: Did not meet.

- b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
- c. Budget & Finance Committee Report and Recommendations: Did not meet.
- d. Human Resources Committee Report and Recommendations: Did not meet.
- e. Building Committee Report and Recommendations: Did not meet.
- f. Ad-hoc Art Enhancement Committee report and recommendations: Did not meet.

8. Library Director's Report (Information).

- A. Report on the City Council-approved 2019 Library Operating and Capital Budgets. Ms. O'Brien reported that a 7.26% increase in the tax levy was requested, but the Mayor asked that the amount be reduced to 4.7%, a \$54,000 increase. The mayor funded the proposal to open the library at 9 am, as well as the efforts to raise the entry level hourly rates in the library. The salary and wage budget line will increase 7%, which is the most significant change. The library will open at 9 am Monday through Saturday, but won't stay open on Saturday until 5 pm or on Sundays in summer. Health insurance increases were better than expected at 3.4%. The library will add \$3,250 for additional books and will be adding a story time program for adults with special needs, starting in January. \$40,000 will be carried over from the fund balance into 2019. The library will also receive \$10,000 in funding in the capital budget for new technology (including computer replacement,) and was funded for the purchase of stacking chairs for the community room, but was not funded for the LED lighting project, glass sliding walls for a makerspace, electric hand dryers, or re-tarring the roof. It was also not funded for a new sorting machine, but will receive \$50,000 a year as a down payment toward it for four years.
- B. Report on the 2018 Year-to-date revenues and expenditures. Ms. O'Brien reviewed the 2018 YTD revenues and expenditures, and found them to both be comfortably within budgetary goals.

9. New Business (information).

- A. Report, discussion and decision regarding the floorplan reorganization project (Action). The library has shifted furniture locations of some areas on the first floor and has a new floor plan and wall paint there; the reference desk has been moved closer to the entrance, with a station now on the second floor as well. Condition issues have been discovered with the carpeting in several areas. Ms. O'Brien recommended that those areas have the carpeting replaced. Bids have been solicited for carpeting for the first floor lobby area and stairs and a large portion of the first floor Adult collections and computer lab area (8,000 square feet.) Quotes are all close to \$58,000 for this phase 1 carpet replacement.

Ms. O'Brien recommended that by making some adjustments in several capital projects and redirecting residual funds from those projects, the carpeting project could be substantially funded. The adjustments would include cutting the number of laptop computers purchased for the 2017-funded capital project, while still putting six new computer stations in the quiet area in the back, and substituting a laptop

charger for a vending station. \$8,000 would need to be withdrawn from the fund balance. The library would need to be closed during the carpet installation, probably the first week of January. Ms. Knasinski moved to rearrange planned spending to apply to carpeting; Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

- B. Report, discussion and decision regarding the adoption of a 2019 calendar of open dates, paid holidays, and closed holiday dates. The ten paid holidays are identical to those in 2018, and in addition there is one floating holiday (prorated for part time employees.) Ms. Czaplewski moved to adopt the 2019 calendar, and Ms. Bruhn seconded. All voted in favor.

10. Old Business (Information).

- A. Report on the status of the "Greenfield Creates" fundraising campaign. The campaign has raised \$1,600 to date; the Beautification Committee has announced that it will offer a \$5,000 matching grant for funds raised in the future. An email blast for Giving Tuesday will be sent out on the Friday after Thanksgiving. After Thanksgiving, patrons will be able to purchase donation stickers on which to add their name and to place on the library wall.
- B. Report on the status of the Wisconsin DPI Public Library System Redesign (PLSR) project. A sixth draft of the steering committee recommendation report will go to the DPI in December. There will be a library survey period from December 3-9, after which the steering committee will send the final report to the DPI on December 21, to be given to the Superintendent.

11. Continuing Trustee Education (Information). Robin Bruhn distributed a PEW Research Center report, "Millennials are the most likely generation of Americans to use public libraries," by Abigail Geiger, June 21, 2017.

12. New items for placement on next agenda (Information). None.

13. Next meeting: January 17, 2019 at 6:30 pm (no meeting in December 2018.)

14. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Anderson, the meeting adjourned at 6:21 pm.

Minutes respectfully submitted by Mary Knasinski.



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, December 20, 2018**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**

**Meeting Cancelled**

Notice: the regularly scheduled Greenfield Public Library Board meeting on December 20, 2018 has been cancelled.

The next meeting is planned for January 17, 2019 at 6:30 PM.

Greenfield Public Library  
5310 West Layton Avenue  
Greenfield Wisconsin 53220  
(414) 321-9595; fax (414) 321-8595  
<http://www.greenfieldlibrary.org>