



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, February 19, 2026, at 6:30 PM**  
**Second Floor Conference Room**  
**5310 W. Layton Ave. Greenfield, WI 53220**

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

**MINUTES**

**1. The meeting was called to order by Creston Flemming at 6:31 PM.**

On roll call in attendance were Marie Cardenas, Brittany Haiser, Amber Lococo, Creston Flemming, Connie Hughes, Sarah Dunmire, and Sue DeWitt. Kyle Sundby was excused.

Also in attendance were Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director.

**2. Public comment (information) – 5 minute limit.**

none

**3. Comptroller's report (information)**

2025 budget ended with 100.93% of revenues in and expenditures at 98.53%.

For January the available balance wasn't adding up correctly. Jennifer will call finance to fix this issue. Brittany will cover it next month.

Accounts payable for December and January had nothing noteworthy.

**4. Consent Agenda (Action)**

- a. **Approval of the January 15, 2026, minutes**
- b. **Approval of the December 2026 and January 2026 financial report**
- c. **Approval of the December 2025 and January 2026 invoices**

**5. Items pulled from the consent agenda for discussion (Action)**

Brittany motioned to approve consent agenda with removal of January financial report (to be covered at the March meeting) and Connie seconded; motion passed unanimously.

**6. President's Report (information)**

none

## 7. Old Business

none

## 8. New Business

### a. Report, Discussion, and Decision 2026 Annual Report

The 2026 Annual Report is due to MCFLS by next Friday. Jennifer presented the report and a discussion of some of the highlights followed.

Jennifer presented the report she gave the Common Council this week. She gave them highlights of the 2025 circulation stats: 1686 new library cards were issued 278,591 items were checked out, Explore Passes were checked out 1,253 times. Discussed going fine free, smart lockers, new study room, reupholstering furniture, and Libby growth.

Amber motioned to approve the 2026 Annual Report, and Brittany seconded; motion passed unanimously.

### b. Report, Discussion, and Decision: Updating the Staff Time off Scheduling Policy to include unpaid scheduled days off for newly hired part-time staff.

Jennifer reported that under the non-rep resolution, part time staff do not get benefits or paid vacation and paid sick time. Staff had a lot of questions about this during their self-evaluations. Jennifer and HR Director Julie Foley received questions from staff, and a staff member sent a letter to the mayor asking for this to be reconsidered.

Jennifer presented an updated policy including wording for unpaid time off. Discussion of the policy and why it is needed followed.

Creston motioned to approve the Staff Time off Scheduling Policy and Marie seconded; motion passed unanimously.

### c. Report, Discussion, and Decision 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook.

Jennifer presented handbook that she created for staff. Discussion of how frequently policies should be reviewed followed.

Sarah requested more time to review the handbook before voting to approve it.

## 9. Library Director's Report (Information)

Jennifer reported that her Public Library Certificate has been renewed through February 2031.

There was vandalism in the men's bathroom this week, a gang graffiti tag. Kent, from building maintenance, reported it to the police and removed it.

There is an uptick in the number of unhoused patrons in the library. It becomes a problem when they are sleeping in the library, which is against policy.

Staff one-on-one self-evaluations were held last month. Some things that came up: some staff requested job descriptions, staff want to change Sunday hours, part-time benefits for newly hired staff, one staff member requested a merit increase, most staff want more off-desk time, staff would like more of a set schedule. Jennifer realized her time is not best spent on programming, so she is handing Adult Crafts over to another librarian.

Jennifer presented the lighting schedule for the library. The lights are on a timer, so she decreased the number of hours they will be on.

MCFLS did a year-end review graphic highlighting countywide statistics. Total MCLS circulation for 2025 was 4,436,195. There was a total of 32,990 new cards issued in the county.

The city paid the library's roof repair bill of \$119,000, which is under what was budgeted.

Jennifer is working with Kent to have DPW replace staff breakroom keypad, which has been malfunctioning lately.

Children's Library has a new toy station theme—a vet's office.

Jennifer and Christine did an on-site visit to Adult Day Services of Southeast WI-Curtis Center, which went well.

Emily met with Adult Reference Librarians to discuss summer programming.

Winter Reading Challenge is ending soon.

The library declined to do another Milkmen game fundraiser. This is something to save for a Friends Group when one is formed.

Jennifer has hired Marina Mathisen for the staff development day in May. She was chosen based on feedback from staff evaluation. Martina Mathisen specializes in teaching libraries to transform everyday patron interactions into exceptional service experiences.

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

January 2026 financial report and Report, Discussion, and Decision 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook.

**10. Next Meeting: March 19, 2026, at 6:30 PM**

**11. Adjournment (Action).**

Connie motioned to adjourn the meeting at 7:44 PM and Sarah seconded; motion passed unanimously.