

GREENFIELD PUBLIC LIBRARY BOARD
Thursday January 17, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved 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. Bruhn
Ms. Czaplewski
Mr. Flemming
Mr. Gagliano
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. O'Brien
Ms. Ryan

Ms. Anderson was excused.
2. Approval of the minutes of the November 15, 2018 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Czaplewski, the minutes of the November 15, 2018 meeting were approved as presented.
3. Public comment (Information). None. Mr. Glenn Meyers observed the meeting.
4. Acceptance of the Financial Report for November/December 2018 (Action): 100% of revenue has been received 2018 YTD, and expenditures reached 98.37% of budgetted. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
5. Approval of the November/December 2018 bills presented for payment (Action): There were three invoices for elevator repair, as well as one from NJP Construction to move the reference desk. There was also a charge of \$11,000 from Baker and Taylor for book purchases, electrical and data relocation work for \$2,818, and a capital budget expense of \$2,178 for a cube top loader (laptop vending system.) Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, 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). Ald. Lubotsky reported that the City of Franklin's library receives impact (developer) fees per new household, and Greenfield may explore that. Each developer pays a fee per new unit of multifamily construction. Ms. O'Brien and Ald. Lubotsky will contact the mayors and the Franklin library director for information.

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. Old Business (Information).

- A. Update on carpet partial replacement project and scheduled library closure during installation (Information). The Board had voted in favor of redirecting some capital funds and a portion of the library fund balance toward replacing carpeting. The carpet mills did not manufacture the carpeting over the holiday period, so the installation has been delayed. The library will tentatively close on Monday and Tuesday, February 4 and 5, and possibly be open during the day on Wednesday and Thursday, Feb. 6 and 7, as installation continues.
- B. Update on Community Room chairs replacement project (Information). 100 new chairs have been received from KI in Green Bay; each chair weighs 3½ pounds and has a 300 pound capacity. The old chairs will be sold or donated.
- C. Review of 2018 operating and capital budgets' year-end performance (Information). Ms. O'Brien stated that a few invoices are still outstanding, but the mild weather in early winter and other factors meant there was \$18,000 more in revenue than expenses. This raised the fund balance from \$43,000 to \$61,000, but the \$18,000 positive balance will be reduced to \$10,000 after all expenses are accounted for. This will leave an ending fund balance of \$53,000.
- D. Review and discussion of Art Enhancement fundraising project and planning (Information). From August through November, the Greenfield Creates fundraising project received \$1,600 in donations, both in cash and through "The GivingGrid" online. The Greenfield Beautification Committee offered to match \$5,000 of donations up to November 30, 2018. A bequest was left to the library in the amount of \$5,000, possibly applicable to art purchases, but the bequest has not yet been received; the Beautification Committee has extended the time period for matching this donation. The total raised would then be close to \$12,000. The Ad Hoc Art Committee will reconvene in March or April. Ms. Czuplewski put forward one referral, a mural artist firm (Veronica's Palette) with whom she's familiar from other work.

9. New Business (information).

- A. Report, discussion and decision regarding whether to implement a new 2-week circulation period for selected new books (Action). This was brought to the attention of the Board because circulation policy is under Library Board purview. Greenfield

has promoted a Book of the Month club, buying 25 copies of a book to circulate only in Greenfield, in-house. Building on this in 2019, the library would like to have a display of "Best Sellers and Popular Titles," buying additional copies (possibly 5, not 25.) For those two collections, the library would like to have a two-week loan period rather than the current three weeks, and during that month the books would not be able to be reserved or renewed. There would still be a grace period and no increase in the overdue fee. Ms. Ryan moved to approve this new policy and Ms. Bruhn seconded. All voted in favor.

10. Continuing Trustee Education (Information). None.
11. New items for placement on next agenda (Information). The library's annual report is due on March 1. New carpeting and furniture will be installed over the next month. The final report of the PLSR (Public Library System Redesign) project is due later in January. Library Legislative Month is in February and a library staff person will attend functions in Madison.
12. Next meeting: February 21, 2019 at 6:30 pm.
13. Library Director's report (Information). The Director met individually with all staff members, informing them of their raises for 2019. The staff also did a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) of the library at their November staff meeting. Their opinions were shared with the Board.
14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:23 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday February 21, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved 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. Bruhn
Mr. Flemming
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. O'Brien
Ms. Ryan

Ms. Czaplewski and Mr. Gagliano were excused.
2. Approval of the minutes of the January 17, 2019 meeting (Action): On a motion by Ms. Ryan, seconded by Mr. Flemming, the minutes of the January 17, 2019 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for January 2019 (Action): Ms. O'Brien reported that 8% of the fiscal year has passed, and a few remaining 2018 invoices have come in. The library revenues were \$21,000 over budgeted in 2018, and only \$18,000 needed to be withdrawn from the fund balance for equipment repairs. The MCFLS automation system invoice arrived and the budget line has already been 91% expended. Other large invoices for supplies also arrived, mainly for RFID tags. Ms. Ryan moved to approve the financial report and Ald. Lubotsky seconded. All voted in favor.
5. Approval of the January 2019 bills presented for payment (Action): Ms. O'Brien reported that capital expenses included the new community room chairs from OPT4, the replacement of RTU controls on the HVAC system, and the replacement of old fire doors. Only the community room chair expense was incurred in 2019. Other remaining December 2018 expenses presented for payment included MCFLS, Internet maintenance, HVAC maintenance and book purchases. Ms. Ryan moved to approve the bills for payment, and Mr. Flemming seconded. On a roll call vote, Ms. Bruhn, Mr. Flemming, 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, may schedule a meeting soon.
 - b. Marketing & Community Relations Committee Report and Recommendations: Did not meet, may schedule a meeting soon.
 - 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.

8. Old Business (Information).
 - A. Report and discussion about impact fees as a source of revenues to libraries (Information). Ms. O'Brien shared several documents showing that impact fees have been legal in Wisconsin for over 20 years and are in widespread use; 40 Wisconsin public libraries benefit from them. Franklin's library receives over \$1,000 for every new single family home that's built, due to infrastructure capital needs. The process, though, is complex and has strict legal requirements attached to it. These fees can only be used for capital projects (such as HVAC or a roof installation or repair,) after the recipient shows the financial impact due to new residents using the facility. Ms. O'Brien will send the board a link to a UW Extension informational Powerpoint presentation explaining impact fees in more detail. Greenfield already has a \$1,500 per new residence impact fee that goes to the park system. The Parks director may be asked to speak about the use of the fees, as may a representative from Ruekert-Mielke, an infrastructure consulting firm. The Mayor has said he would support the library's use of impact fees.
 - B. Report on new collection of "Best Sellers and Popular Titles" that will circulate for a non-renewable, non-hold-able 2-week loan period (Information). Ms. O'Brien stated that this project has started; the books and a new book display unit have been purchased and will debut on March 1.

9. New Business (information).
 - A. Presentation of the Wisconsin 2018 State annual report, and discussion and decision whether to endorse the report for the President's signature (Action). Ms. O'Brien presented the report and reviewed its contents including the number of books, DVD's, and subscriptions purchased, as well as circulation numbers (263,389 items were checked out in 2018 and there were 122,000 website visits.) Program attendance was also reported, including the fact that there were 11,500 attendees for 319 programs for children. Also included in the annual report is board member information, library financial data and salaries, revenues and expenses, number of library staff, and the library's compliance with system membership requirements. Ms. Ryan moved to endorse the report for the President's signature and Ms. Bruhn seconded. All voted in favor.
 - B. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2018 Annual Report (Action). 2018 has been a strong year

of system engagement and communication. Ms. Knasinski moved to endorse the Statement of System Effectiveness in the affirmative; Ms. Ryan seconded. All voted in favor.

C. Continuing Trustee Education (Information). The Board will study information about impact fees this month.

10. New items for placement on next agenda (Information). Further information about impact fees will be reported. The Ad Hoc Art Subcommittee may be called into session; an additional \$10,000 donation has been received for the purchase of art.

11. Next meeting: March 21, 2019 at 6:30 pm.

12. Library Director's report (Information). No additional information this month.

13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Mr. L'Amie, the meeting adjourned at 7:30 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday, March 21, 2019 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved Minutes

1. The meeting was called to order by Ald. Lubotsky at 6:35 pm. On a roll call, the following were in attendance:
Ms. Bruhn
Ms. Czaplewski
Mr. Flemming
Mr. Gagliano
Ms. Knasinski
Ald. Lubotsky
Ms. O'Brien

Mr. L'Amie and Ms. Ryan were excused.
2. Approval of the February 21, 2019 Library Board meeting minutes (Action). On a motion by Ms. Czaplewski, seconded by Mr. Flemming, the minutes of the February 21, 2019 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report (Action). 15% of library expenditures have occurred so far; revenues are not in balance yet because the year has just begun. Ms. Czaplewski moved to approve the financial report and Mr. Flemming seconded. All voted in favor.
5. Approval of the bills presented for payment (Action). Annual and semiannual agreements have come due, but there was nothing else that was not typical for March. The library has received a clean bill of health through its pest control firm, and another company has now submitted a bid for the work. Ald. Lubotsky moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, and Ald. Lubotsky voted in favor; none voted against nor abstained.
6. President's Report (Information). On the matter of the possible future automated library carousel at 84 South, there may be a hotel developed between Steinhafel's and the Aurora clinic. While the carousel is still in the planning stages, it's possible that a developer may supply the funding for it. Other neighboring communities could be approached to help pay, and in addition this structure could serve as a Wi-Fi hotspot.
7. Committee Reports:
 - a. Legislative & Policy Committee Report and Recommendations (Action). Did not meet.
 - b. Marketing & Community Relations Committee Report and Recommendations (Action). Did not meet.
 - c. Budget & Finance Committee Report and Recommendations (Action). Did not meet.
 - d. Human Resources Committee Report and Recommendations (Action). Did not meet.
 - e. Building Committee Report and Recommendations (Action). Did not meet.

- f. Ad-hoc Art Enhancement Committee Report and Recommendation (Action). The committee met informally to look at artwork and to discuss prices. They also discussed the possibility of another art fair, held at the Farmer's Market on Sunday June 16 from 10 am – 2 pm. The library has raised \$22,500 through GoFundMe, the art fair, the Greenfield Beautification Committee, random donations, and a bequest and grant. During discussion, several board members suggested the committee, rather than seek artists to create a commissioned artwork for the oversized atrium wall, should look at additional ideas such as purchasing display art for later sale to the public, as well as using some of the money for other library uses.

8. Old Business:

- g. Informational presentation by Ruekert Mielke on the subject of impact fees and libraries (Information). Andrew J. Behm, Economic Consultant with Ruekert Mielke (Madison, WI) addressed the board about impact fees, their requirements and their feasibility. He stated that impact fees only affect new growth so are popular with the existing residents of a community. They can cover everything a municipality does except schools, and are limited to capital projects (excluding vehicles.) The basic requirements are these: the city, town or village must complete an impact fee study which includes an inventory of existing facilities, a plan, and a growth forecast. It must define a service standard (for example, number of library books per thousand residents) and assess inventory against the standard. It excludes operating costs such as salaries.

Ruekert Mielke conducts and also updates impact fee studies. A public hearing also needs to occur and an impact fee ordinance needs to be drafted. This would go to the legislative committee and then to the City Council. Part of the study includes deciding the best way to measure the adequacy of the library facility in this case, and how the community drives the need for future growth. The statute requires that a report be given to the developer on the use of the fees; the impact fee study itself may accomplish that. Fees need to be accounted for separately in library funds and must be spent within 8 years or be refunded. There is potential for mature communities to use these fees but there isn't a great deal of evidence for that.

Other obstacles include the fact that revenue is variable depending on development, and facilities for the existing population can't be funded. There also needs to be an analysis of housing affordability. An impact fee study typically costs between \$6,000-\$8,000 to conduct, depending on the type of facilities involved. The fees can be challenged by the developer too, and the process for doing this would be established in the ordinance.

- h. Report, discussion and decision regarding impact fees as a revenue source (Action). Consideration of impact fees will be put on the next agenda. This revenue source would be for the library, so the library would pay for the impact fee study. Ms. Czaplewski moved to table the discussion until a later date after looking at more information. Ms. Bruhn seconded. All voted in favor.
- i. Continuing Trustee Education (Information). None.

9. New Business:

- Ms. Czaplewski moved 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 governmental body has jurisdiction or exercises responsibility (Action). Ald. Lubotsky seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, and Ald. Lubotsky voted in favor; none voted against nor abstained.

- a. Report, discussion and decision regarding the Library Director's goals, performance evaluation and compensation (Action).
 - Adjourn closed session and reconvene into open session (Action). Ms. Czaplewski moved to adjourn closed session and reconvene into open session, and Mr. Flemming seconded. All voted in favor.
 - Report out of closed session of actions taken (Action). The board approved the Library Director's 2019 goals as presented, and a 2.5% salary increase effective March 15, 2019 – March 14, 2020.
10. New items for placement on next agenda (Information). Additional discussion of impact fees and the recommendations of the Ad Hoc Art Committee.
 11. Next Meeting (Information): April 18, 2019, 6:30 pm.
 12. Library Director's report (Information):
 - j. Review of historical trends of the Library's annual performance measures (Information). This report was tabled until the April meeting.
 13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Mr. Gagliano, the meeting adjourned at 8:27 pm.

Minutes respectfully submitted by Mary Knasinski

GREENFIELD PUBLIC LIBRARY BOARD
Thursday April 18, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved 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. Bruhn
Ms. Czaplewski
Mr. Flemming
Mr. Gagliano
Ms. Knasinski
Ald. Lubotsky
Ms. O'Brien
Ms. Ryan

Mr. L'Amie was excused.
2. Approval of the minutes of the March 21, 2019 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Bruhn, the minutes of the March 21, 2019 meeting were approved as amended to include the percentage amount (2.5%) of the Library Director's pay raise for 2019-2020.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for March 2019 (Action): Mr. Gagliano reported that just under 25% of library expenditures were made by the end of March; some revenues will not arrive until mid-year or later. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
5. Approval of the March 2019 bills presented for payment (Action): Mr. Gagliano reported that capital expenses include \$14,000 for carrels and seating, and installation was paid out of the operating budget. Funds to be spent on flooring had been transferred from the capital budget originally intended for furniture. There was also a new (replacement) TV monitor installed at the reference desk. Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports:
 - 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 Recommendation: Ms. Czaplewski reported that the committee met before the full Board meeting. There will be a Celebration of Greenfield Art on Sunday, June 16 as part of the Farmers Market. The committee will have the use of a large tent for this show. Greenfield High School art students are invited to be there, and there will also be an exhibitor application on the library website.

Regarding the library's purchase of art for display in the building, the committee recommended that there be a mixed approach: permanent artwork in the children's library, less permanent installations for the atrium wall. \$22,000 of private funding has been raised; the committee recommended \$12,000 be designated for art purchases. The remaining funds would be used for other projects. Another committee meeting will be scheduled for May. Ms. Czaplewski moved to accept this division of funds and Ms. Ryan seconded. All voted in favor.

8. Old Business (Information).

- a. Report, discussion and decision regarding pursuing the use of impact fees as a revenue source (Action). Ms. O'Brien reported that she communicated with Scott Jaquish, director of the Greenfield Parks and Recreation Department, to gather information on that department's use of impact fees. They have been using them for about twelve years. According to a report provided by the City Engineering Department, since 2007 they have received \$1,017,978 and have a remaining unexpended balance of \$21,000. Revenues per year vary significantly; for example, revenues in 2010 were \$138,000, and were \$155,000 in 2016. Mr. Jaquish doesn't report much difficulty with complying with the requirements of the fee, and has not had to pay back any funds. The city maintains the financial tracking report, and the Finance Department has been able to handle the accounting of the funds. The Parks Department used Stantec consulting service to update the five year plans that go to the DNR.

The Park and Recreation Department DNR report projects the Greenfield population in 2025 will be 38,760, meaning an annual increase of 165.8 people, or 1,990 by 2025. The projected addition to dwelling units in Greenfield is 925. Ms. O'Brien recommended pursuing the idea of using impact fees in more detail as it pertains to libraries. She suggested forming a subcommittee to explore the possibility; Mr. Flemming, Mr. Gagliano, Mr. L'Amie, and Ald. Lubotsky volunteered for it. Ms. Czaplewski moved that the Ad Hoc Impact Fee Subcommittee be formed; Ms. Ryan seconded. All voted in favor.

- b. Review of historical trends of the library's annual performance measures (Information). Ms. O'Brien distributed a visual representation of 2018 annual report data, compiled

from data displayed on a new MCFLS dashboard. It will be examined in more detail at the May meeting.

c. Continuing Trustee education (Information). None.

9. New Business (information).

a. Report, discussion and decision whether to approve a new logo for the library, which would be used on a new web page, on library stationery, business cards, and other branding (Action). Ms. O'Brien reported that the current library logo has been used for about 12 years, and was professionally designed for \$500. The logo is now in need of a fresh design and color updating. The library staff has recently searched for library logos they find appealing, and asked the designers of several of them to prepare similar themes for Greenfield's library. Five designs were developed, but the staff and the board didn't wish to adopt any of them. The library may ask another designer to create several additional logos to evaluate.

b. Report, discussion and decision whether to approve the Library's participation in the City of Greenfield's "Post Employment Health Plan (PEHP)" which is available to non-represented employees upon termination or retirement (Action). Ms. O'Brien reported that a number of years ago, the City adopted the PEHP concept for non-represented employees upon retirement. Since there will be some Library retirements in 2019, the Library Board will need to decide whether to offer the PEHP plan to Library retirees. Under the terms of PEHP, a retiree would be able to put the value of unused sick leave into a fund that would pay health insurance premiums. In the absence of PEHP, a portion of unused sick leave would be paid out in a lump sum taxable payment to the retiree. The PEHP has tax advantages for the employee and no financial disincentives for the City. If the Library Board adopted PEHP, each subsequent retiree would be put into the plan, and the lump sum cash payout would no longer be allowed. Ms. Knasinski moved the adopt the PEHP plan; Mr. Flemming seconded. On a roll call vote, the motion was defeated.

10. New items for placement on next agenda (Information). Ms. O'Brien may have more information from the county library system.

11. Next meeting: May 16, 2019 at 6:30 pm.

12. Library Director's report (Information). The annual report dashboard will be discussed next month.

13. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday May 16, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved 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. Bruhn
Mr. Flemming
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. O'Brien
Ms. Czaplewski, Mr. Gagliano, and Ms. Ryan were excused.
2. Approval of the minutes of the April 18, 2019 meeting (Action): On a motion by Ald. Lubotsky, seconded by Mr. Flemming, the minutes of the April 18, 2019 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for April 2019 (Action): Both April and May invoices will be reviewed next month by Mr. Gagliano. Ms. O'Brien reported that 32.88% of the fiscal year is completed to date, with 94% of budgeted revenues taken in and 39.3% of budgeted expenditures completed. The supplies and new equipment lines are currently over-expended due to the library's new carpeting and other maintenance decisions made early in the year. Ms. Knasinski moved to approve the financial report and Mr. L'Amie seconded. All voted in favor.
5. Approval of the April 2019 bills presented for payment (Action): Contractual services included the invoice from Bibliotheca for RFID equipment for the full year. Electricity and gas bills were lower than expected. A three- month preliminary service agreement has been signed for pest control. Ald. Lubotsky moved to approve the bills for payment, and Mr. L'Amie seconded. On a roll call vote, Ms. Bruhn, Mr. Flemming, Ms. Knasinski, Mr. L'Amie, and Ald. Lubotsky voted in favor; none voted against nor abstained.
6. President's Report (Information). Ald. Lubotsky emailed the mayor about the 84 South library carousel plans. The library art project will be the first priority, however.
7. Committee Reports:
 - 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 Recommendation: The committee will be meeting within the next 2-3 weeks to discuss a nearly complete Request for Proposals for artwork.
- g. Ad-hoc Impact Fee Committee Report and Recommendations: The committee will meet on May 23, and is hoping to have the city attorney and the director of the Department of Neighborhood Services join the meeting that night. Other state library directors will be called soon to discuss their use of impact fees.

8. Old Business (Information).

- a. Continuing Trustee education (Information). None.

9. New Business (information).

- a. Interview with applicant to fill a board vacancy in the Greenfield School District appointee seat, and discussion and decision regarding a recommendation to the Mayor and Council for appointment and confirmation (Action). Susan DeWitt of Greenfield was interviewed by the board to fill the position of Greenfield School District appointee. Ms. DeWitt stated she is employed by the Greenfield Middle School and has a background in desktop publishing. After discussion, Ald. Lubotsky moved to recommend Ms. DeWitt to the Mayor and Council and Ms. Bruhn seconded. All voted in favor.
- b. Report, discussion and decision regarding other possible Library Board vacancies (Action). Ms. O'Brien reported there are two board members with terms expiring in July: Ms. Czaplewski and Mr. Gagliano. They are each eligible to serve an additional three-year term. It was agreed that Ms. O'Brien will determine their willingness to serve and then open a search for candidates in the event of a vacancy.
- c. Report, discussion and decision regarding the formation of an officers' nomination committee (Action). The Library Board By-Laws specify the appointment of a nominating committee at least one month prior to the July meeting. Mr. Flemming, Mr. L'Amie and Ms. Ryan have volunteered to serve on this committee and propose a slate of officer nominees.

10. New items for placement on next agenda (Information). The board will start to consider the budget for 2019-2020; preliminary budget planning will begin. There will also be possible board vacancies to consider. The Art Fair will take place on the 16th of June at the Greenfield Farmers Market.

11. Next meeting: June 20, 2019 at 6:30 pm.

12. Library Director's report (Information). Ehlers Pest Management inspected the library on May 14, and determined that the library was free of bedbugs but not of other insects or possible rodents. The facility's sanitary state is in question because of the quality of cleaning. Ms. O'Brien recommends that the building be detailed, but not by the current cleaning service. Sunday cleaning has been discontinued and there have been no-shows on other days as well. It was agreed that another service will be recruited to do a deep cleaning.
13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Bruhn, the meeting adjourned at 7:49 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday June 20, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved Minutes

1. The meeting was called to order by Ms. Czaplewski at 6:31 pm. On a roll call, the following were in attendance:
 - Ms. Bruhn
 - Ms. Czaplewski
 - Ms. DeWitt
 - Mr. Flemming
 - Mr. Gagliano
 - Ms. Knasinski
 - Mr. L'Amie
 - Ms. O'Brien
 - Ms. Ryan

Ald. Lubotsky was excused.
2. Public comment (Information). None.
3. Approval of the minutes of the May 16, 2019 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the minutes of the May 16, 2019 meeting were approved as presented.
4. Acceptance of the Financial Report for May 2019 (Action): 42.8% of total expenditures have been made by the end of May, on track for the year. Revenues are higher now (at 95.77% for the year) because of the disbursements that occur at this time of year. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.
5. Approval of the May 2019 bills presented for payment (Action): There were no unusual expenses for May; the largest expense was for book purchases (\$6401.) The WE Energies electricity bill was just under \$3000 (\$2955.) Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports:
 - 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 Recommendation: Met but did not reach a quorum.
- g. Ad-hoc Impact Fee Committee Report and Recommendations: Met but did not reach a quorum. However, Ms. O'Brien had completed more research on impact fees and presented the board with copies of the Wisconsin State Statutes dealing with the fees. The process would include a needs assessment, an inventory of existing facilities, the presentation of the case in a public hearing, and meeting all the requirements for the planning and use of the fees. Several consulting firms have been asked for quotes to assist the library with these processes. The firms would do an initial study of the feasibility of the idea, projecting an amount of new residential development and future facility needs.

Brian Sajdak, Greenfield city attorney, spoke to the board about the fees. They can be used in several ways, such as through a pre-planning bank (spent within an 8-year time limit,) but realistically there probably would not be much new residential development in Greenfield in the next eight years. This also means that impact fees in Greenfield would have to be kept low because of the lack of room for new development. The fees could also be used after the fact – as new development occurs, the fees would go into a repayment fund after the facilities being funded have been built in anticipation. However, Greenfield is not a rapidly developing community, and a large project may not realistically be funded because of the low probability of new developments.

8. New Business:

- a. Interview with applicant(s) to fill upcoming board vacancy (Information). Two applicants for the seat currently held by Mr. Gagliano were interviewed by the board.

9. Old Business (Action):

- b. Discussion and decision regarding a recommendation to the Mayor and Council for appointment to fill an upcoming board vacancy (Action). Ms. Czaplewski moved to hold a secret ballot vote to decide between the two candidates; Mr. Flemming seconded. After the ballot vote, Ms. Melissa Mendoza was elected as the board's recommended candidate.
- c. Report, discussion and decision regarding the development of a new library logo (Action). Several different organizations were recruited to design logos; library staff members also researched logos they liked that were used by other libraries. Mindspike Design and two other designers submitted sample logos. The board preferred, with some modifications, a logo by Tessera Design. The logo was sent back to Tessera for revision.

10. Continuing Trustee Education (Information). None.

11. Library Director's report.
 - a. Review of the June 16th Art Fair (Information). Gross revenues earned from the Art Fair were as follows: \$450 from booth fees, \$180 from commissions, and \$32 from donations. There were 59 attendees at the hands-on workshops. The 3rd annual Art Fair will be planned for 2020. Some art pieces were purchased at the fair for the Children's Library.
 - b. Preliminary discussion regarding the goals to be considered in developing the 2020 operating and capital budget requests to present to the City of Greenfield (Action). The goals formulated for the 2016-2017 Strategic Plan are still relevant to future budget requests. The full board will discuss their implementation for the next budget, rather than meeting as individual committees first.
 - c. Review of the 2018 year-end and June 2019 year-to-date operating and capital budget performance reports (Information). The board was asked to assist the library in identifying service trends they may wish to see the library research and pursue for the upcoming year. One such service is an internal library texting system in which patrons could silently communicate with the librarians on duty through texting.
 - d. Preliminary report and discussion regarding the proposed remote automated library branch kiosk (Information). There has been no new information from the Mayor on this project.
12. New items for placement on next agenda (Information). The board will begin to discuss the upcoming budget. The Ad Hoc Nomination committee will meet and propose a slate of officers.
13. Next Meeting: July 18, 2019 at 6:30 pm.
14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 8:46 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday July 18, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved 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. Bruhn
Ms. Czaplewski
Mr. Flemming
Ms. Knasinski
Ald. Lubotsky
Ms. Mendoza
Ms. O'Brien
Ms. Ryan

Ms. DeWitt and Mr. L'Amie were excused.

2. Special order of business: Election of Library Board officers. Ad-hoc Officers Nominating Committee presentation of recommended slate of officers (Action). Ms. Ryan, chair of the Ad-hoc Nominating Committee, presented the following slate of candidates:

President: Ald. Lubotsky
First Vice President: Ms. Czaplewski
Second Vice President: Ms. Bruhn
Treasurer: Ms. Ryan
Secretary: Ms. Knasinski

All candidates accepted the nominations; there were no other nominations. Thus, the candidates were automatically elected to the positions.

3. Approval of the minutes of the June 20, 2019 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Czaplewski, the minutes of the June 20, 2019 meeting were approved as presented.
4. Public comment (Information). None.
5. Acceptance of the Financial Report for June 2019 (Action): Ms. O'Brien shared that with 50% of the fiscal year having transpired, 97.13% of revenues have been earned and 51.73% of budgeted revenues expended. The library is in a good financial position for the second half of the fiscal year. Ald. Lubotsky moved to approve the financial report and Mr. Flemming seconded. All voted in favor.
6. Approval of the June 2019 bills presented for payment (Action): There were no expenses out of the ordinary for June. A \$528 charge from Swank Movie Licensing is to enable the library to show commercial films. There were also charges due to basement reorganization (metal wire shelving) as well as book purchases. Ms.

Czaplewski moved to approve the bills for payment, and Ms. Knasinski seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Ms. Knasinski, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.

7. President's Report (Information).

- A. President's appointment of committee membership (Action). The following committee appointments were made for 2019-2020:
 - Legislative and Policy: Bruhn, Knasinski, L'Amie, Mendoza
 - Marketing and Community Relations: Bruhn, Czaplewski, Lubotsky
 - Budget and Finance: DeWitt, Knasinski, Ryan
 - Human Resources: Czaplewski, Flemming, Mendoza
 - Building: DeWitt, Flemming, L'Amie, Ryan
- B. Continuing Education (Information): The development of next year's Greenfield budget is coming up, with very low increases. Budget preparation committees will be meeting soon. The kiosk project at 84 South is being actively discussed now.

8. Committee Reports:

- 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 Recommendation: Met before tonight's board meeting. Discussed the Request for Proposals (RFP) about to be released to the public, for \$10,000 of art to be purchased for the children's library story time corner. The proposals are due by October 4, with the artist selected by November 1 and installation completed by February 14, 2020. The committee also discussed a concept called "Community Art" for the atrium of the library, meaning art with public participation. It would be created by members of the community and then assembled for display. The art could possibly even be sold later to fund future projects.
- g. Ad-hoc Impact Fee Committee Report and Recommendations: Did not meet.

9. New Business:

- A. Discussion and decision regarding adoption of a 2020 operating budget request to present to the City of Greenfield (Action). The CPI-U (urban) rose 1.8% over the previous period. Factoring in a CPI-U of 2%, salaries would rise by \$14,740 to a total of \$751,740. The library has projected total expenditures of \$1,421,490. This would mean \$1,261,000 would be raised through the general property tax levy, for an increase of \$49,000 (4.4%.) Strategic planning action initiatives were evaluated in terms of their stages of completion. The ones not yet completed are close to completion in 2019. Also in 2019, there were increases in hourly wage rates and bonuses granted to lower-wage employees. In addition, the library now opens at 9 am Monday through Saturday.

- B. Discussion and decision regarding adoption of a 2020 capital budget request to present to the City of Greenfield (Action). There is a total of \$229,754 of high and moderate priority requests recommended, including the upgrading of computers, upgrading the self-check machines to Windows 10, LED lighting installation throughout the library, additional carpet replacement, year 3 of a 4-year funding plan to replace the sorting machine, the installation of glass walls for a maker space, and interior painting. Other moderate priority requests include partial furniture replacement from 2021 through 2023, and the 24/7 remote kiosk at 84 South.
10. Old Business (Action):
- A. Report, discussion and decision regarding the proposal to adopt Impact Fees for the Library (Action). The board discussed the impact fee presentation given last month by the city attorney; several board members who were unable to be present requested the recording. Ald. Lubotsky moved to table the discussion for now and Ms. Czaplewski seconded.
11. Library Director's report.
- A. Report and discussion regarding further exploration of the proposal to purchase and install a remote library kiosk (Information). No new information is available yet. Ms. O'Brien also mentioned that the state of Wisconsin budget will continue funding for BadgerLink and other services. None of the governor's budget vetoes impacted libraries. State aid to library systems is funded at the same level as in 2019; the 2020 budget establishes the funding level base for state aid.
12. Continuing Trustee Education (Information). Ms. O'Brien will send the board the link to the state biennial budget.
13. New items for placement on next agenda (Information). None.
14. Next Meeting: August 15, 2019 at 6:30 pm.
15. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Mr. Flemming, the meeting adjourned at 7:44 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday August 15, 2019 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

Approved Minutes

1. The meeting was called to order by Ald. Lubotsky at 6:30 PM. On roll call, in attendance were: Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, Ms. Ryan, and Ms. O'Brien. Ms. Knasinski was excused.
2. Approval of the July 18, 2019 Library Board meeting minutes (Action): On a motion by Ms. Ryan, seconded by Mr. Flemming, the minutes of the July 18, 2019 meeting were approved as presented.
3. Public comment (Information): None.
4. Acceptance of the Financial Report for July 2019 (Action): Ms. Ryan reported that the financial reports show revenues and expenditures to be on target for this time in the fiscal year. On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the financial reports were approved.
5. Approval of the July 2019 bills presented for payment (Action): Ms. Ryan reported that she reviewed all invoices and found no outliers. A motion by Ms. Czaplewski, seconded by Mr. Flemming, to approve the bills as presented was unanimously approved on a roll call vote.
6. President's Report (Information): Ald. Lubotsky reported that the budgeting season has begun and 2020 will be a tight year financially for the City. Increases will be limited to a cost of living wage increase and increases in the health insurance premiums. There was discussion about possible funding sources for the proposed remote library kiosk possibly to be located at 84S.
7. Committee Reports:
 - A. Legislative & Policy Committee report and recommendations: no meeting.
 - B. Budget & Finance Committee report and recommendations: no meeting.
 - C. Human Resources Committee report and recommendations: no meeting.
 - D. Marketing and Community Relations Committee report and recommendations: no meeting.
 - E. Building Committee report and recommendations: no meeting.
 - F. Ad-hoc Art Enhancement Committee report and recommendations: no meeting.
8. New Business (Information): none.
9. Old Business:
 - A. Report, discussion and decision regarding adoption of a 2020 operating budget request to present to the City of Greenfield (Action): Ms. O'Brien reported she had prepared a draft operating budget that reflects fulfillment of some remaining Strategic Plan initiatives and anticipated price increases on essential equipment and services. This recommended budget includes a \$64,497 increase in general property taxes, with revenues and expenditures totaling \$1,437,013.

After discussion, there was a motion by Ms. Czaplewski, seconded by Ms. Bruhn, to recommend this 2020 operating budget funding request to the City of Greenfield. On a roll call vote, the motion was unanimously approved.

10. Report, discussion and decision regarding adoption of a 2020 capital budget request to present to the City of Greenfield (Action). Ms. O'Brien reported she had prepared a draft capital budget that reflects essential building maintenance projects, and equipment and technology upgrades and scheduled replacements, including items for intended for 2020 with a total cost of \$260,054:
 - Upgrade computers to Windows 10
 - Roofing repairs
 - Partial carpeting replacement (phase 2)
 - Replacement of the automated materials handler (4-year funding plan).
 - Replacement of public computer lab computers
 - Partial replacement of staff computers on the revolving 4 to 5- year replacement plan
 - Installation of LED lighting to minimize utility costs and environmental impacts
 - Installation of a dedicated maker space in the children's library to better serve students who learn in a physical/kinesthetic style
 - Interior painting of extremely high walls
 - Long term projects for years 2021-2028 including roofing and partial furniture replacement

After discussion, there was a motion by Ms. Czaplewski, seconded by Ms. Ryan, to recommend to the City of Greenfield the 2020 capital budget funding request as presented. On a roll call vote, the motion was unanimously approved.

11. Report, discussion and decision regarding the approval of a new library logo (Action): Ms. O'Brien presented some revised logo options as requested by the staff and board. After discussion, it was agreed to seek some additional revisions.
12. Report, discussion and decision regarding the proposal to adopt a Library Impact Fee (Action): After discussion, there was a motion by Ms. Bruhn, seconded by Ms. Czaplewski, to not adopt a Library Impact Fee. After further discussion, it was requested by several board members that the motion be tabled until the next meeting. Ms. Bruhn and Ms. Czaplewski withdrew the original motion.
13. Library Director's Report (Information): Ms. O'Brien reported that she planned to attend the City Finance Committee and City Council budget meetings to make presentations as requested by the Library Board.
14. New items for placement on next agenda (Information): 2020 budget updates.
15. Next Meeting: September 19, 2019 at 6:30 PM.
16. Adjournment (Action): on a motion by Ald. Lubotsky, seconded by Ms. Ryan, the meeting adjourned at 8:15 PM.

Respectfully submitted by Sheila O'Brien, September 13, 2019

GREENFIELD PUBLIC LIBRARY BOARD
Thursday September 19, 2019 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

Approved 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. Bruhn
Ms. DeWitt
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. Mendoza
Ms. O'Brien
Ms. Ryan

Ms. Czaplewski and Mr. Flemming were excused.
2. Approval of the minutes of the August 15, 2019 Library Board meeting (Action). On a motion by Ms. Ryan, seconded by Ms. Bruhn, the minutes of the August 15, 2019 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for August 2019 (Action). 98.2% of planned revenues have been realized at this point. There were no unusual expenses; the library is running a little ahead of budget with building maintenance costs but this is offset by other savings. Ms. Ryan moved to approve the financial report and Ald. Lubotsky seconded. All voted in favor.
5. Approval of the August 2019 bills presented for payment (Action). There was a capital expenditure of \$1095 to ABC Technologies for internet stations. Other expenditures included books, maintenance, and the fee to Unique Management, the collection agency used to retrieve library materials. The janitorial service used by the library will shortly be put up for proposals, for the library as well as other city offices, with the exception of Police. There is also an additional charge this month for specialty flooring maintenance. Ms. Ryan moved to approve the bills for payment, and Ald. Lubotsky seconded. On a roll call vote, Ms. Bruhn, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). Ald. Lubotsky reported that the Milwaukee County Transit System had initially cut the extension of a bus route to the 84 South development but has postponed this decision along with that of cutting other routes. The City of Greenfield capital budget is now being examined by the City Council.
7. Committee Reports:
 - A. Legislative & Policy Committee report and recommendations (Action). Will meet soon.
 - B. Budget & Finance Committee report and recommendations (Action).
 - C. Human Resources Committee report and recommendations (Action).
 - D. Marketing and Community Relations Committee report and recommendations (Action).
 - E. Building Committee report and recommendations (Action).
 - F. Ad-hoc Art Enhancement Committee report and recommendations (Action). Will meet soon.
8. New Business:

- A. Report, discussion and decision regarding the draft Milwaukee County Federated Library System (MCFLS) “ILS, Resource Sharing, and Technology Agreement 2020-2024” (Action). The draft MCFLS agreement is for the period 2020-2024; MCFLS distributes state funds to the libraries. A strategic plan developed by MCFLS has determined three initiatives:
1. Technology is needed to improve the user experience. There is a new CountyCat mobile app proposed, the app provided now by Boopsie would be ended, and the new vendor (Communico) would lead to an additional cost of \$27,000.
 2. An additional \$25,000-\$45,000 a year is proposed, to be used for an e-resource buying pool.
 3. Additional staff would be added to MCFLS for data collection and marketing advocacy, at an additional cost of \$25,000 for 3 years, as well as the hiring of a marketing intern for \$16,793 per year.

This proposal also states that the current 42% of state aid put toward reciprocal borrowing funds would decrease each year to 35% in 2024. Some libraries (West Allis, Wauwatosa) would suffer the greatest adverse impact because they are the greatest net lenders, not net borrowers as Milwaukee is. MCFLS is looking to improve system-wide services and economies of scale. There are also proposed changes to the cataloguing contract (MCFLS contributions would fall from 10% of state aid to 9%) and the resource contract which will impact Milwaukee Public Library (MCFLS will pay 6.25% of state aid for the next four years, down from 6.5%.)

These changes have not been formally voted on by the MCFLS board. Ms. O’Brien will draft a response that will focus on the extra cost of marketing for the system as a whole – the resources used could instead go toward purchasing library materials. She will attend the next MCFLS board meeting, and will also address the trend toward decreasing reciprocal borrowing aid, possibly with the result of ending it in the future. She will send the board a summary of these discussion points and requests individual responses. Ms. Ryan moved to direct Ms. O’Brien to prepare a letter containing the Board’s reactions to these new proposals for Ald. Lubotsky’s signature on the Board’s behalf. Ms. Bruhn seconded; all voted in favor.

- B. Report, discussion and decision regarding the initiation of an Emergency Planning and Threat Assessment process (Action). There was a fatal stabbing in Greenfield in August; the perpetrator was a daily patron of the library who exhibited behavioral issues on several occasions. A City of Greenfield social worker came in afterwards to speak to library staff. This incident highlighted the vulnerability of the staff, and the director then approached TC Risk Management Services in Franklin, Wisconsin to do a risk assessment and to prepare an emergency action plan. The company would also do the emergency action training, and had quoted a price of \$5600 to start.

The Greenfield Police Department will also be asked to do walk-throughs and to inform the library if they can assist with this project instead. If they can’t do this within three months, it may be appropriate to hire a private firm. Milwaukee County can also be asked to help with emergency planning. Ms. Ryan moved to have Ms. O’Brien ask the new Greenfield police chief about performing the emergency assessment and response plan, and if it can’t be completed by December 31, then quotes from private firms can be solicited. Ms. Bruhn seconded. All voted in favor

- C. Report and discussion of changes in the publishing landscape and their effects on statewide access to eBooks via Overdrive (Information). A new trend among publishers is emerging, highlighted by an article titled “Macmillan Announces Two-Month Embargo on Library E-books” by Matt Enis, in which there are dramatic curtailments of access to eBooks reported. For example, there will now be limited to one electronic copy of Macmillan titles available for purchases by public libraries for the first 8 weeks after publication. The statewide Overdrive system is very concerned about this trend.

9. Old Business:

- A. Report, discussion and decision regarding the approval of a new library logo (Action). A revised version of the previously-proposed library logo was presented to the board. At the lack of a consensus for approval, Ms. O'Brien decided to re-start the process, this time involving the high school's graphic arts students as well. Ald. Lubotsky moved to direct Ms. O'Brien to approach the GHS art and design instructor to recruit students for this project and have a design ready for evaluation by December 23rd. Ms. Mendoza seconded. All voted in favor. Ms. O'Brien will have the library compensate the previous logo artist for her design work.
 - B. Report, discussion and decision regarding the proposal to adopt a Library Impact Fee (Action). This proposal is tabled due to lack of interest in collaboration by other city departments.
 - C. Report and discussion regarding the Library Board's 2020 operating and capital budget requests to the City of Greenfield (Information). The Mayor's Executive budget removed \$9300 from the Quality of Life fund, decreasing it from \$59,300 to \$50,000 from the Library Board's 2020 request. He is also asking the library for an additional \$32,568 reduction, totaling \$41,868 reduction from the 2020 board request. Ms. Ryan moved to allow Ms. O'Brien to adjust the library's budget request to meet these requirements as requested by the mayor. Ms. Knasinski seconded. All voted in favor.
10. Library Director's Report (Information):
 - A. Review of the 2019 Summer Reading Program and related events (Information). The program was very successful; 608 children signed up for it (up from 362 in 2009,) 228 teens and 183 adults. The totals were one person ahead of last year. These numbers don't include the attendance at movies in the library and other summer activities.
 11. New items for placement on next agenda (Information). None.
 12. Next Meeting: October 17, 2019 at 6:30 PM.
 13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. DeWitt, the meeting adjourned at 8:47 pm.

Minutes respectfully submitted by Mary Knasinski.

GREENFIELD PUBLIC LIBRARY BOARD
Thursday October 17, 2019 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

Minutes

1. The meeting was called to order by Ald. Lubotsky at 6:38 pm. On a roll call, the following were in attendance:
Ms. Bruhn
Ms. Czaplewski
Ms. DeWitt
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. Mendoza
Ms. O'Brien
Ms. Ryan

Mr. Flemming was absent.
2. Approval of the minutes of the September 19, 2019 Library Board meeting (Action). On a motion by Ms. Czaplewski, seconded by Ms. DeWitt, the minutes of the September 19, 2019 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report for September 2019 (action.) Most of the library's 2019 revenues have been realized, although revenues from photocopies and fines are a little lower than expected. Salary and wage expenses are in line for this time of year. MCFLS and maintenance fees have increased but are budgeted accurately for next year. Ald. Lubotsky moved to approve the financial report and Ms. Bruhn seconded. All voted in favor.
5. Approval of the September 2019 bills presented for payment (Action). There were no bills out of the ordinary for September. There was a city directory charge from Infogroup for \$930, plus a plumbing and heating repair bill. Ms. Ryan moved to approve the bills for payment, and Ald. Lubotsky seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). The City of Greenfield budget for next year is still in process. Health insurance costs are a major issue because of the double-digit increase. There will be a public hearing about the budget in November. Millions of dollars of requests have already been cut from the budget.
7. Committee Reports:
 - A. Legislative & Policy Committee report and recommendations (Action). Will meet soon.
 - B. Budget & Finance Committee report and recommendations (Action).
 - C. Human Resources Committee report and recommendations (Action).
 - D. Marketing and Community Relations Committee report and recommendations (Action).
 - E. Building Committee report and recommendations (Action).
 - F. Ad-hoc Art Enhancement Committee report and recommendations (Action). Met before the full board meeting on October 17. The committee examined 60 pages of art, after receiving six responses to the request for proposals. They narrowed it down to a list of five works, then decided on one particular work.

The cost of this selected proposal is within budget, but will not be ready for installation in January. Ms. O'Brien would like it to be completed by May 2020. The Ad Hoc Art Enhancement Committee recommends that the library contact the artist with questions about color tinting, timing, glass covering, and diversity portrayals, and then offer the assignment to him based on his responses. Ms. Czaplewski moved to accept the committee's recommendation, and Ms. DeWitt seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.

8. New Business:

- A. Report, discussion and decision regarding a proposal to amend the Greenfield Public Library's past practice and policy so that patrons who owe between \$4.99 and \$1,200 in fines and fees who are unable to pay them off will be allowed to use the public computers for the standard 2 hours per day.

Payment plans are offered to patrons, and most patrons make use of them and are then allowed use of the computers. Having over \$5 in fines meant the user needed to obtain a guest pass to use the computers, however. The new policy would be in line with the City of Milwaukee's policy. Ms. Czaplewski moved to approve the proposed amendment; Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.

9. Old Business:

- A. Report, discussion and decision regarding the proposed Milwaukee County Federated Library System (MCFLS) "ILS, Resource Sharing and Technology Agreement 2020-2024" (Action.) Ms. O'Brien presented the Library Board's letter, drafted in response to the agreement, to the MCFLS board. The MCFLS board responded with a letter re-stating their intention to abide by their original decisions regarding the three strategic planning initiatives.

The total cost of the proposed new initiatives would be \$530,393 over the 5- year term of the contract, shared by the member libraries in the system. While Greenfield will share in this cost, its revenue in 2020 will be higher than in 2019 because of its increasing share of state aid through increases in its lending. Ms. Knasinski moved to direct the board president to sign the contract; Ms. Czaplewski seconded, with a caveat to be placed in the library's annual report to the state sharing the board's opinion that MCFLS has not always served the library effectively. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.

- B. Report, discussion and decision regarding the completion of an Emergency Response Plan and Threat Assessment report (Action). Greenfield Police Captain Eric Lindstrom performed a risk assessment of the library on October 1. The assessment was positive, with some suggestions for improvement. Staff discussions and training in safety and security will be conducted at the library by the Police and the Fire departments both separately and together. This will occur in October and November; by December 31, an Emergency Response Handbook will be compiled by the library director, with the assistance of a private risk assessment and prevention firm. Drills and training will be performed annually at the first staff meeting of the new year and at every first meeting thereafter. Ms. Ryan moved to approve Ms. O'Brien's plan of implementation; Mr. L'Amie seconded. All voted in favor.

10. Library Director's Report (Information):

- A. Review and analysis of the YTD 2019 Revenue performance (Information). Non-tax revenues (fines, fees, rentals, etc.) have been performing strongly and are a valuable supplement to tax levies. The library's revenues have been increasing due to stable traffic and utilization of services. 2019 will show performance very close to 2018 revenues. Room rentals in particular have been very successful, with \$10,063 earned in

2018, almost double the amount earned in 2017. Revenues from fines have increased, partly because of the convenience of e-commerce and the ability to pay fines online now.

11. New items for placement on next agenda (Information). More information about costs, as well as the library's 2020 calendar.
12. Next Meeting: November 21, 2019 at 6:30 PM.
13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Ryan, the meeting adjourned at 8:05 pm.

Minutes respectfully submitted by Mary Knasinski.