

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday January 16, 2020 at 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield, WI 53220**

**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  
Ms. DeWitt  
Mr. Flemming  
Ms. Knasinski  
Ald. Lubotsky  
Ms. Mendoza  
Ms. O'Brien  
Ms. Ryan  
  
Mr. L'Amie was absent.
2. Approval of the November 21, 2019 Library Board meeting minutes (Action). On a motion by Ms. Czaplewski, seconded by Ms. DeWitt, the minutes of the November 21, 2019 meeting were approved as presented.
3. Public comment (Information). Andrew Drzewczcki, candidate for First District alderperson, attended the meeting.
4. Acceptance of the Financial Report for November and December 2019 (Action). Revenues in November were below budget in fines but ahead in other fees. Salaries and wages were at 91%, and the library was ahead also with insurance and tax payments. The library was over budget in office supplies and maintenance, but this was offset by other savings. In December, revenue was at 101% overall, with expenditures similar to those in November. The operational budget was at 97%, within the planned range. Ms. Ryan moved to accept the financial report for November and December 2019 and Ms. Czaplewski seconded. All voted in favor.
5. Approval of the November and December 2019 bills presented for payment (Action). Bills for November included a capital expense for Windows 10 upgrades. Accounts payable in November included bills for lawn winterization and reasonably low electricity expenses. Bills in December included several larger expenses such as MCFLS automation charges and subscription renewals. Energy bills increased slightly from November levels. Gibb Building Maintenance did not bill the library in December, but the library may still owe a final bill in January if the December maintenance does not turn out to have been prepaid. Ald. Lubotsky moved to accept the bills for payment and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Ms. Knasinski, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). Ald. Lubotsky announced that her term as alderperson expires in April and she is not running for re-election.

7. Committee Reports:

- A. Legislative & Policy Committee report and recommendations (Action). Met before the full Board meeting, looked at the current Library handbook and examined policies that need revision; Ms. O'Brien will write the revisions and present them back to the committee and the board. The committee will also create a photography and videography policy. The library currently does not have a policy addressing public photography or filming in the library. Library staff have requested that a policy be drafted that would address the needs of privacy and confidentiality while respecting free speech rights in a public place. There are policies drafted by other libraries that address this issue; the Wisconsin DPI doesn't make a recommendation on the issue but does provide examples of policies. Several public groups have already tested the library in this way, and the library staff needs clarification. A good model policy contains different scenarios for journalists, library use, and other situations. It was recommended that the Library Director also consult the city attorney.
- B. Budget & Finance Committee report and recommendations (Action). Did not meet.
- C. Human Resources Committee report and recommendations (Action). Did not meet, but plans to meet on January 30 at 5 pm.
- D. Marketing and Community Relations 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 recommendations (Action). Did not meet.

8. Library Director's Report (Information):

- A. Report on the status of MCFLS libraries' response to the ILS, Resource Sharing, and Technology Agreement. All county library boards, with the exception of West Allis, have signed the agreement. Two other library boards also wrote a letter of dissent (West Allis and Cudahy along with Greenfield.)
- B. Review of 2019 operating and capital budgets' year-end performance. The library ended 2019 with a \$15,520 positive balance, adding to the fund balance for a total of \$38,243 to start 2020. There may be an expensive boiler repair needed within the next few months. Quotes for this repair will be obtained.
- C. Report on the status of the current Library Emergency Response Plan and Threat Assessment report, training, policies and procedures. Ms. O'Brien displayed the Emergency Response Plan grab bag, which would be taken along by staff in any evacuation. The library has three, which contain an emergency light, weather radio, first aid kit, and a Mophie power supply for cell phones. The emergency response plan is 95% complete and only awaits the creation of an emergency response team. Members would receive training in first aid, CPR, defibrillator use, and evacuation drills.
- D. Report on newly available city-wide agenda and minutes portal. Greenfield now subscribes to "Civic Clerk," which streamlines the agenda and minutes process and makes them uniform across all city departments. The minutes would be produced by an automated process. Ms. Knasinski moved to immediately adopt the system and Ms. Ryan seconded. All voted in favor.

9. Old Business (Information):

- A. Report, discussion and decision regarding the completion of carpeting replacement Phase 2 of the first floor stacks area (Action). There is \$38,243 in the fund balance. Carpeting should be finished on the first floor before the pattern goes out of stock, at a cost of \$25,000. The anticipated boiler repair may be \$5,000-\$6,000. The carpet would be installed around the shelves, not underneath them, for a cost savings. The previous quote was from the end of 2019 and more quotes will be solicited. Ms. Czaplewski moved that the library informally seek quotes from area big box stores;

depending on the result, it can then advance to either a formal RFP process or to asking the original installer to do the work. Ms. DeWitt seconded. All voted in favor.

10. New Business (Information). The 2019 Annual Report will be available next month. The template for the new library logo is also near completion.
11. Continuing Trustee Education (Information). None.
12. New items for placement on next agenda (Information). The library's 2019 annual report will be discussed.
13. Next Meeting: February 20, 2020 at 6:30 PM.
14. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Ryan, the meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Mary Knasinski.

MINUTES OF THE LIBRARY BOARD MEETING HELD AT THE GREENFIELD  
PUBLIC LIBRARY ON THURSDAY, FEBRUARY 20, 2020

A. Call to order and roll call

The meeting was called to order by Ald. Lubotsky at 6:30 pm.

Present: Lubotsky, Bruhn, DeWitt, Knasinski, O'Brien, Ryan

Excused: Czaplewski, Flemming, L'Amie, Mendoza

B. Approval of the January 16, 2020 Library Board minutes

Motion by Ms. Ryan, seconded by Ald. Lubotsky, to approve. Motion passed unanimously.

C. Public comment

None.

D. Acceptance of the Financial Report

The financial situation is good, with salaries and wages on target as are other spending categories. Gibb Maintenance was not owed any money from previous months. Ms. Ryan moved to approve; Ms. Bruhn seconded. Motion passed unanimously.

E. Approval of the bills presented for payment

Expenses included boiler maintenance, the conversion of some lamps to LED fixtures, and new interior signage. ShurClean is the new janitorial company for the library. The electric bill was lower than expected due to warmer weather in January. Ms. Ryan moved to approve; Ms. DeWitt seconded. On a roll call vote, Ms. Bruhn, Ms. DeWitt, Ms. Knasinski, Ald. Lubotsky, and Ms. Ryan voted to approve; none voted against nor abstained.

F. President's Report

None.

G. Committee Reports

1. Legislative and Policy Committee Report and Recommendations

a. Report, discussion and decision whether to update several Library policies

The committee met twice, on January 16 and February 20. Several library policies were updated and opened for board discussion, including the continued use of a collection agency and internet content filters, and the updating of the board bylaws. The committee also discussed making photos mandatory in the patron record at the library. Three new security cameras were recently added to the building. More research is needed on the support vs. service animal policy. The Freedom to Read Protection Act of 2003 may also be reviewed. Ms. Knasinski moved to approve the minor changes to policies except those that were specified for further discussion and/or already reviewed for currency. Ms. Ryan seconded. Motion passed unanimously.

b. Report, discussion and decision to adopt the proposed "Photography and Videography in the Library" policy

A new photography policy was drafted but no action will be taken until the city attorney reviews the document and provides input. The policy was presented to the board. One suggested revision was to add "For public distribution" to the cases that would lead to a restriction of the freedom to take photos or to film for private use. The policy needs more research before it can be adopted, and will be sent to the city attorney at that time.

2. Marketing & Community Relations Committee Report and Recommendations

Did not meet.

3. Budget & Finance Committee Report and Recommendations

Did not meet.

4. Human Resources Committee Report and Recommendations

- a. 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 governmental body has jurisdiction or exercises responsibility.

Ms. Ryan moved to go into closed session; Ms. Knasinski seconded. On a roll call vote, Ms. Bruhn, Ms. DeWitt, Ms. Knasinski, Ald. Lubotsky, and Ms. Ryan unanimously voted to go into closed session.

- b. Adjourn closed session and reconvene into open session

Ms. Ryan moved to adjourn closed session and reconvene into open session. Ms. Bruhn seconded. Motion passed unanimously.

- c. Report out of closed session of actions taken

The board endorsed the HR Committee's proposed changes to the Employee Handbook. The Library Director's 2020-2021 goals were approved. The Library Director's 2020-2023 employment contract was approved, with the board approving a 2% annual increase from March 15, 2020 to March 14, 2021.

5. Building Committee Report and Recommendations

Did not meet.

6. Ad hoc Art Enhancement Committee Report and Recommendations

Did not meet.

H. Old Business

None.

I. New Business

1. Presentation of the Wisconsin 2019 State annual report, discussion and decision whether to endorse the report for the President's signature

The 2019 report is completed and ready to be signed. There are no significant changes from previous years; the library is doing well. There are 15.68 FTE employees now, and the library is in compliance with all Library System membership requirements. Ms. Ryan moved to endorse the annual report for the board president's signature and Ald. Lubotsky seconded. Motion passed unanimously.

2. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2019 annual report  
The board decided to endorse the statement (confirming the system "did provide effective leadership") with a caveat of concern about recent trends. Ms. Ryan moved to endorse the statement and Ms. Bruhn seconded. Motion passed unanimously.

3. Continuing Trustee Education  
None.

J. New items for placement on next agenda  
None.

K. Next Meeting  
Scheduled for April 16, 2020 at 6:30 pm.

L. Library director's Report  
None.

M. Adjournment  
Ald. Lubotsky moved to adjourn at 8:25 pm; Ms. Ryan seconded. Motion passed unanimously.

Minutes respectfully submitted by Mary Knasinski.

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday March 19, 2020 at 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield, WI 53220**

**THIS MEETING HAS BEEN CANCELED.**

**The next Library Board meeting is  
scheduled to take place on  
Thursday April 16, 2020**

## MINUTES OF THE LIBRARY BOARD MEETING HELD AT THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, APRIL 6, 2020

Note: This meeting was held via videoconference and teleconference, pursuant to the DOJ Office of Open Government's guidance as to Wisconsin's open meetings law, Wis. Stat. §§ 19.81 to 19.98, in light of current public health concerns regarding COVID-19; And in compliance with the Emergency Order #12 Safer at Home Order of Governor Tony Evers and DHS Secretary Designee Andrea Palm. Members of the public were invited to gain access to the open sessions of the meeting in the via videoconference <https://zoom.us>; Meeting ID: 565 738 0802; Password: Library or via teleconference: (312) 626-6799; Meeting ID: 565 738 0802; Password: Library.

### A. Call to order and roll call

The meeting was called to order by Ald. Lubotsky at 6:43 pm.

Present: Ald. Lubotsky, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Flemming, Ms. Knasinski, Mr. L'Amie, Ms. Mendoza, Ms. Ryan, and Library Director Ms. O'Brien

### B. Public comment

None.

### C. Old Business

1. 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 governmental body has jurisdiction or exercises responsibility.
  - a. Ald. Lubotsky moved to go into closed session; Ms. Bruhn seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan unanimously voted to go into closed session.
  - b. Adjourn closed session and reconvene into open session  
Ald. Lubotsky moved to adjourn closed session and reconvene into open session. Ms. Knasinski seconded. Motion passed unanimously.

c. Report out of closed session of actions taken.

Ald. Lubotsky moved to instruct the Library Director to proceed as directed. Ms. Mendoza seconded. The motion carried. Ms. Czaplewski asked that the minutes reflect that the action taken in closed session was not unanimous.

D. Next Meeting

Thursday, April 16, 2020 at 6:30 pm.

E. Adjournment: Ald. Lubotsky moved to adjourn at 8:14 pm; Mr. Flemming seconded. Motion passed unanimously.

Minutes respectfully submitted by Mary Knasinski, 4/7/2020.

MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, APRIL 30, 2020

This meeting was held via videoconference and teleconference, pursuant to the DOJ Office of Open Government's guidance as to Wisconsin's open meetings law, Wis. Stat. §§ 19.81 to 19.98, in light of current public health emergency COVID-19; and in compliance with the EMERGENCY ORDER #12 SAFER AT HOME issued by DHS Secretary-Designee Andrea Palm

A. Call to order and roll call

The meeting was called to order by Ms. Czaplewski at 6:35 pm.

Present: Bruhn, Ald. Collins, Czaplewski, DeWitt, Knasinski, L'Amie, O'Brien, Ryan

Excused: Flemming, Mendoza

B. Approval of the April 6, 2020 Library Board minutes

Motion by Ms. Czaplewski, seconded by Mr. L'Amie, to approve the amended minutes. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, and Ms. Ryan voted to approve; Ald. Collins abstained.

C. Public comment

None.

D. Acceptance of the Financial Report

The library was on track in February and March for normal levels of expenditures, including book purchases and utilities. Ms. Czaplewski moved to approve; Ms. Ryan seconded. Motion passed unanimously.

E. Approval of the bills presented for payment

Expenses included a MCFLS invoice in February of \$30,094, as well as craft purchases for library programs, book purchases, cleaning services and utility bills. The annual service contract from Bibliotheca for library automation (\$28,283.96) was billed in March, as well as RFID tag charges and lock troubleshooting. Ms. Czaplewski moved to approve; Ms. DeWitt seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ald. Collins, Ms. DeWitt, Ms. Knasinski, Mr. L'Amie, and Ms. Ryan voted to approve; none voted against nor abstained.

F. President's Report

None.

G. Committee Reports

1. Legislative and Policy Committee Report and Recommendations  
Did not meet.
2. Marketing & Community Relations Committee Report and Recommendations  
Did not meet.
3. Budget & Finance Committee Report and Recommendations  
Did not meet.
4. Human Resources Committee Report and Recommendations  
Did not meet.

5. Building Committee Report and Recommendations  
Did not meet.
6. Ad hoc Art Enhancement Committee Report and Recommendations  
Did not meet.

H. Old Business

None.

I. New Business

1. Continuing Trustee Education – none. Ms. O'Brien encouraged the board to continue exploring trustee issues each month, for the benefit of new board members.

J. New items for placement on next agenda

A report on the library's new website

K. Next Meeting

Scheduled for Thursday May 21, 2020 at 6:30 pm.

L. Library director's Report

1. Report and discussion regarding current online community outreach programming underway. Story Time programs and other themed programs have been offered on Facebook Live; several dozen were offered over the past six weeks, attended remotely by families who had previously attended in person. Some of the performances have received hundreds of views.
2. Report and discussion regarding newly resumed curbside delivery of library materials. Safer at Home restrictions have been relaxed and curbside pickups of library materials are now allowed. This service was resumed at Greenfield on Monday April 27 (Milwaukee will begin in mid-May.) There are no deliveries from other libraries, and interlibrary borrowing is not enabled on the website now, but the book drop is open. On Thursday April 30, there were 43 patrons with 145 items picked up. Requests now are taken by phone and email. The number of items offered per patron may have to be limited as the service becomes more heavily used. All collected materials are quarantined for 72 hours for safety.
3. Report and discussion regarding planning underway for the Summer Library Program. There is no indication yet of when the restrictions will be lifted; circumstances may change if the state mandate is lifted sooner than May 26. The library is following the state's orders; the DPI has issued a chart of allowed service levels, and the library is now in Level 2 in the "Safer at Home" phase. There are three plans being proposed for summer programs.

Plan A is for traditional in-person program offerings. Plan B would implement all online programming. Plan C is a hybrid, with a combination of both in-person and online, only used if the library has

moved to service level 4 (in Phase 2 of the DPI chart) after Safer at Home has ended. The library is using a software program called "Beanstack" for signups for programs now, since in-person signups are not an option. Ms. O'Brien is in discussions with the performers now to see if their programs can be offered online. The state may also offer supplementary library program performers for all state library systems to enjoy. She would like to be able to make a decision about which plan to use within the next 7-10 days, taking into account state, local, and DPI guidelines.

M. Adjournment

Ms. Czaplewski moved to adjourn at 7:42 pm; Ms. Ryan seconded. Motion passed unanimously.

Minutes respectfully submitted by Mary Knasinski.

## MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, MAY 21, 2020

This meeting was held via videoconference and teleconference only, pursuant to the COVID-19 Order 1, Public Health Plan for Suburban Milwaukee County, signed by City of Greenfield Health Officer Darren Rausch on May 13, 2020.

### A. Call to order and roll call

The meeting was called to order by Ms. Czaplewski at 6:30 pm.

Present: Bruhn, Ald. Collins, Czaplewski, DeWitt, Flemming, Knasinski, L'Amie, Mendoza, O'Brien, Ryan

### B. Approval of the April 30, 2020 Library Board minutes

Motion by Ms. Czaplewski, seconded by Ms. Ryan, to approve the minutes. All voted in favor.

### C. Public comment

None.

### D. Acceptance of the Financial Report

With 42% of the fiscal year completed in April, 32% of the budget has been used. Because of the Safer at Home initiative, many library funding sources have greatly decreased, including room rentals, photocopy charges, and other programs. Some costs are fixed, such as MCFLS/automation; there will also be COVID-19 emergency purchases that will be specially coded in bills for payment. 13 out of 22 staff members were subject to layoff, with 1 recently called back, and 12 still on temporary layoff. Other materials purchases have been put on hold until recently. Ms. Czaplewski moved to approve; Mr. Flemming seconded. Motion passed unanimously.

### E. Approval of the bills presented for payment

There was a bill for the video security system's annual license fee from Baycom, as well as for metered printing, a new surge protector for fire detection, and bills for shelving, dividers and liners. There was a capital budget expense for 8 new Windows 10 laptops purchased through Milwaukee PC. Ms. Czaplewski moved to approve; Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ald. Collins, Ms. DeWitt, Mr. Flemming, Ms. Knasinski, Mr. L'Amie, Ms. Mendoza, and Ms. Ryan voted to approve; none voted against nor abstained.

### F. President's Report

None.

### G. Committee Reports

1. Legislative and Policy Committee Report and Recommendations  
Did not meet.
2. Marketing & Community Relations Committee Report and Recommendations  
Did not meet.
3. Budget & Finance Committee Report and Recommendations  
Did not meet.

4. Human Resources Committee Report and Recommendations  
Did not meet.
5. Building Committee Report and Recommendations  
Did not meet.
6. Ad hoc Art Enhancement Committee Report and Recommendations  
Did not meet.

#### H. Old Business

1. Report and discussion regarding virtual community outreach programming underway. The library staff has added much online programming in recent weeks, including book discussions, storytelling, and craft projects. These can be accessed through the library's Facebook page and website. This helps keep the library connected to its patrons, especially those who were formerly regularly engaged with the library. Summer programming will begin on June 15 rather than June 1.
2. Report and discussion regarding curbside delivery of library materials. The library has added additional staff as well as some evening and Saturday hours. Patrons cannot place their own holds yet but can only request items through phone calls or email. The service has been well received by the community. Materials can only come from the Greenfield library now but this may change in the next several weeks.

#### I. New Business

Discussion of the library's new webpage and its features. The former webpage was over 12 years old; the webpage designer can continue to make revisions as needed.

#### J. Continuing Trustee Education.

Report and discussion regarding the Wisconsin DPI "Trustee Essentials: Chapter 1, The Trustee Job Description." Ms. O'Brien shared the Trustee Job Description from the DPI's Trustee Handbook. Chapter 1 discussed trustee responsibilities, including financial oversight, library service evaluation, community needs assessment, and strategic planning.

#### K. New items for placement on next agenda

Several board member terms will be expiring at the end of June, so the new vacancies will need to be addressed. In addition, there is a need to elect a new board president, with the departure of Ald. Lubotsky, since a committee must be formed to put a candidate slate together. Finally, budget planning for the upcoming year will begin.

#### L. Next Meeting

Scheduled for Thursday June 18, 2020 at 6:30 pm.

#### M. Library director's Report

1. Report and discussion regarding COVID-19 Order 1 Public Health Plan for Suburban Milwaukee County signed by Greenfield Health Officer Darren Rausch on May 13, 2020, and the pursuant guidance for public

library operations. The health officers in municipalities do have the authority to issue directives; the current one, Order 1, expires on Thursday May 21 at midnight. Within this directive, the library could offer online services and curbside pickup of library materials. The Greenfield Health Department will move to the next phase at midnight and will refer the library to the DPI guidelines and the Wisconsin Economic Development Corporation directives. The U.S. Department of Labor has also issued a directive for preparing workplaces for COVID-19, and the CDC has published "Guidelines for Cleaning and Disinfecting Public Spaces." The library staff has been discussing the ways to lessen the risks to staff and public.

2. Report and discussion regarding preparations for possible reopening of the library to additional services, per WEDC Guidance on Preparing WI Workplaces for COVID-19- Public Facilities, OSHA Guidance on Preparing Workplaces for COVID-19, Wisconsin DPI Guidelines for Reopening WI Public Libraries, and Wisconsin DHS and National CDC guidance for public facilities. Ms. O'Brien shared a planning document detailing priorities and steps toward service expansion, which will take into account the safety of working conditions, obligations to the community, a realistic assessment of capacity that addresses staff and community concerns, the plans of neighboring libraries, any financial impacts, and the ability to be flexible as conditions change.

Ideas under consideration for a measured expansion of services include expanded curbside hours, PPE and distancing requirements for staff and patrons, reducing touchpoints for staff and public, limiting the numbers of staff and patrons in the library at one time, limiting browsing and computer use, limiting seating and restroom access, continuing the 72-hour quarantine of returned materials, and implementing extra sanitation steps.

In addition, sneeze guards will be installed at desks, floor spacing will be marked, signage and website updates will be made, full ordering of books and materials will resume, and, most importantly, extensive staff training will be implemented covering all these measures. The current plan is to welcome patrons back to the library with the new restrictions in place on Monday June 15, while creating plans to handle any issues with staff or patrons potentially carrying the virus into the library, as well as how best to clean and sanitize the building. Services could continue to expand weekly as permitted by health agency guidance and library observation.

Mr. Flemming moved to authorize the library director to recall library staff as needed for expanded library services; Ms. Ryan seconded. All voted in favor.

3. Report and discussion regarding planning underway for the Summer Library Program. The design work for the summer reading program is completed; the library is using the "Beanstack" software program for registration for both adult and children's programs. Some programs will be conducted safely in the library but most will be online; the library's priority is to offer programs that are local and familiar to the patrons.

N. Adjournment

Ms. Czaplewski moved to adjourn at 8:23 pm; Ms. Ryan seconded. Motion passed unanimously.

Minutes respectfully submitted by Mary Knasinski.

## MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, JUNE 18, 2020

Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect the community from the Coronavirus (COVID-19) pandemic, the meeting was held virtually through the Zoom platform.

### A. Call to order and roll call

The meeting was called to order by Ms. Czaplewski at 6:33 pm.

Present: Bruhn, Ald. Collins, Czaplewski, DeWitt, Flemming, Knasinski, L'Amie, Mendoza, O'Brien, Ryan

### B. Approval of the May 21, 2020 Library Board minutes

Motion by Ms. Ryan, seconded by Ald. Collins, to approve the minutes. All voted in favor.

### C. Public comment

None.

### D. Acceptance of the Financial Report

A portion of the Greenfield tax levy has already been moved to the library's budget. Other sources of revenue, such as room rentals, are down significantly. But now that the city of Greenfield is allowing operations to resume at 50% capacity, these may gradually resume. For example, a Versiti blood drive will be taking place next week. There were savings in salaries and insurance due to layoffs. Expenditures included MCFLS automation and equipment repair, as well as equipment and supplies purchased due to COVID-19 (up to \$6000 at this point in total,) but some of these may be reimbursed later. Ms. Czaplewski moved to approve; Mr. Flemming seconded. Motion passed unanimously.

### E. Approval of the bills presented for payment

LED lights were installed in May. COVID-19 related expenses included rolling barrier posts and sneeze guards. Book purchases and utility payments were at normal levels. Ms. Ryan moved to approve; Ms. DeWitt seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ald. Collins, Ms. DeWitt, Mr. Flemming, Ms. Knasinski, Mr. L'Amie, Ms. Mendoza, and Ms. Ryan voted to approve; none voted against nor abstained.

### F. President's Report

None.

### G. Committee Reports

1. Legislative and Policy Committee Report and Recommendations.  
Did not meet.
2. Marketing & Community Relations Committee Report and Recommendations.  
Did not meet.
3. Budget & Finance Committee Report and Recommendations.

Did not meet. Ms. O'Brien may schedule a meeting in July for preliminary budget work.

4. Human Resources Committee Report and Recommendations. Did not meet. Ms. O'Brien may schedule a meeting in July for preliminary budget work.
5. Building Committee Report and Recommendations. Did not meet.
6. Ad-hoc Impact Fees Committee Report and Recommendations. Did not meet.
7. Ad-hoc Art Enhancement Committee Report and Recommendations. Did not meet.
8. Ad-hoc Officers Nomination Committee Report and Recommendations. Ms. Czaplewski, the acting president, was asked to nominate board members for an Officers Nomination committee. Ms. Bruhn, Ms. Czaplewski, and Mr. L'Amie agreed to serve on the committee, and Ms. O'Brien will schedule a future meeting.

#### H. New Business

1. Preliminary discussion regarding the goals to be considered in developing the 2021 operating and capital budget requests to present to the City of Greenfield (Action). Ald. Collins reported that there has been no library budget discussion at the city council level yet. The board members shared their impressions about the uncertainty surrounding the current economic environment and the resumption of planned activities in the city. They also briefly discussed some general guidance of possible budgets to present to the city.
2. Review of the 2019 year-end and June 2020 year-to-date operating and capital budget performance reports (Information). The library ended 2019 with a positive fund balance, and based on the expenditures during the first six months of 2020, it is anticipated that the fund balance can be carried over to 2021; city policy precludes this balance from going back into the general fund.

#### I. Old Business

1. Report and discussion regarding efforts to fill upcoming board vacancy (Information). The current terms of two board members, Ms. Knasinski and Ms. Ryan, expire this month. The vacancies are posted on the library's website and Facebook pages, and each current board member was also asked to help recruit potential new board members. Previous applicants will also be contacted. Ms. Ryan agreed to remain on the board until a replacement could be recruited; Ms. Knasinski is not available in July. Ms. Czaplewski moved that Ms. Ryan be allowed to serve on a month by month basis until her board seat is filled, and Ms. DeWitt seconded. All voted in favor.

2. Report, discussion and decision regarding formation of a candidate slate for the July election of library board officers (Action). The Ad-hoc Officers Nomination committee has been formed and will meet in July.
- J. Continuing Trustee Education.  
Report and discussion regarding the Wisconsin DPI “Trustee Essentials: Chapter 2, Who Runs the Library?” Ms. O’Brien presented the chapter, which discusses the responsibilities of the library director and the library board.
- K. Library Director’s Report
1. Report and discussion regarding the phased-in reopening of the library following 3 months of closure due to the COVID-19 health emergency (Information). The library opened to patrons (with a limit of 10 at one time) on Monday June 15, and served over 150 patrons that day both indoors and through curbside pickup. Subsequent days saw over 100 patrons each day. Patrons are appreciative of the resumption of more library services and comply with the safety requirements. The library is currently open about 55 hours a week, closing at 7 pm every weeknight. It is planned to keep these hours at least through July, because of staff capacity and the increased level of curbside delivery and returns. There is no decision yet about expanding the number of patrons allowed into the library, or making several computer workstations available, but these decisions will be made soon,
  2. Report on the Summer Library Program underway at the library (Information). The summer brochure is available to be flipped through on the library’s webpage, [www.GreenfieldLibrary.org](http://www.GreenfieldLibrary.org), describing all the summer programs and events coming up.
  3. Delivery and Installation of commissioned mural by artist Paul Balan for the Children’s Library (Information). The mural was installed in early June and will be formally presented at a future event.
- L. New items for placement on next agenda (Information). Budget issues for the upcoming year will be a major focus of board discussion and planning.
- M. Next Meeting: July 16, 2020 at 6:30 PM.
- N. Adjournment  
Ms. Czaplewski moved to adjourn at 7:51 pm; Ms. Ryan seconded. Motion passed unanimously.

Minutes respectfully submitted by Mary Knasinski.

MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON  
TUESDAY, JULY 14, 2020

A. Call to order and roll call:

The meeting was called to order by Ms. Czaplewski at 5:33 pm.

Present: Ms. Bruhn, Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Mr. L'Amie, Ms. Ryan

Excused: Mr. Flemming, Ms. Mendoza

Also present: Sheila O'Brien, Library Director, Amber Lococo, Greenfield resident

B. Public comment:

None.

C. Interview with applicant to fill a board vacancy:

Board members conducted an interview with Ms. Amber Lococo, an applicant seeking to fill a vacancy on the Library Board.

D. Special order of business:

1. Ad-hoc Officers Nomination Committee presentation of recommended slate of officers: Ms. Czaplewski read the Nomination Committee slate of officers: President, Ms. Czaplewski; 1<sup>st</sup> Vice President, Mr. L'Amie; 2<sup>nd</sup> Vice President, Ms. Bruhn; Treasurer, Mr. Flemming; Secretary, Ms. DeWitt.

2. Election of Library Board officers (Action):

Acting President Ms. Czaplewski, by virtue of being a nominee for President and having a personal interest in the agenda item as a candidate, vacated the chair to ranking board officer Ms. Bruhn, 2<sup>nd</sup> Vice President, who conducted the election for President.

Ms. Bruhn stated Ms. Czaplewski was nominated for President. Ms. Czaplewski accepted the nomination, Ms. Bruhn called 3 times for any other nominations. Hearing none, Ms. Bruhn declared Ms. Czaplewski elected President, and returned the chair to Ms. Czaplewski.

Ms. Czaplewski stated that Mr. L'Amie was nominated for 1<sup>st</sup> Vice President. Mr. L'Amie accepted the nomination. Ms. Czaplewski called 3 times for any other nominations. Hearing none, Ms. Czaplewski declared Mr. L'Amie elected 1<sup>st</sup> Vice President.

Ms. Czaplewski stated that Ms. Bruhn was nominated for 2<sup>nd</sup> Vice President. Ms. Bruhn accepted the nomination. Ms. Czaplewski called 3 times for any other nominations. Hearing none, Ms. Czaplewski declared Ms. Bruhn elected 2<sup>nd</sup> Vice President.

Ms. Czaplewski stated that Mr. Flemming was nominated for Treasurer. Mr. Flemming not being present to accept the nomination, Ms. Czaplewski agreed to contact Mr. Flemming after the meeting to seek his acceptance.

Ms. Czaplewski stated that Ms. DeWitt was nominated for Secretary. Ms. DeWitt accepted the nomination. Ms. Czaplewski called 3 times for any other nominations. Hearing none, Ms. Czaplewski declared Ms. DeWitt elected Secretary.

E. Approval of the June 18, 2020 Library Board meeting minutes:  
Motion to approve by Ald. Collins, seconded by Ms. Czaplewski.  
Minutes unanimously approved as presented.

F. Acceptance of the Financial Report for June 2020:  
Ms. Ryan presented the report and there was discussion.  
Motion to approve by Ms. Czaplewski, seconded by Ms. Bruhn.  
Motion passed unanimously.

G. Approval of the June 2020 bills presented for payment:  
Ms. Ryan presented the bills for payment there was discussion.  
Motion to approve by Ms. Czaplewski, seconded by Ms. Ryan seconded.  
Motion carried unanimously on a roll call vote.

#### H. President's Report

1. President's appointment of committee membership:

Ms. Czaplewski made the following committee appointments:

Budget & Finance: Mr. Flemming, Ms. Czaplewski, Ms. DeWitt

Building: Mr. Flemming, Ms. DeWitt, Mr. L'Amie

Human Resources: Ms. Bruhn, Ms. Lococo, Ms. Mendoza

Marketing & Community Relations: Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Ms. Lococo

Legislative & Policy: Ms. Bruhn, Ald. Collins, Mr. L'Amie, Ms. Mendoza

2. Trustee Continuing Education:

Presentation of the Wisconsin DPI "Trustee Essentials" chapter on the Library Board's role in the budget process, provided for later reading.

#### I. Committee Reports:

1. Legislative and Policy Committee Report and Recommendations:

Did not meet.

2. Marketing & Community Relations Committee Report and Recommendations:

Did not meet.

3. Budget & Finance Committee Report and Recommendations:

Met on July 9, 2020. Ms. Ryan reviewed the 2021 operating and capital budget proposals presented by Ms. O'Brien, and stated that the committee recommended in favor of both budgets.

4. Human Resources Committee Report and Recommendations:

Met on July 13, 2020. Ms. Czaplewski and Mr. Flemming were in attendance, but there was no quorum; Ms. O'Brien reviewed the discussion that included the July 2020 Department of

Labor Statistic's CPI-U, workplace trends such as telework and the 4-day work week, and the continued national discussion about a \$15 minimum wage.

5. Building Committee Report and Recommendations:  
Did not meet.
6. Ad-hoc Art Enhancement Committee Report and Recommendations:  
Did not meet.

J. New Business

1. Discussion and decision regarding adoption of a 2021 operating budget request to present to the City of Greenfield:

Ms. O'Brien reviewed the 2021 Operating Budget request approved by the Budget & Finance Committee, which has an increase in the tax levy of \$64,776, and brings the 2021 levy to \$1,308,731, and total budget to \$1,464,468. This budget request includes a 2% COLA increase for all employees, equivalent to what City represented and non-represented employees will receive; 2% increase over 2020 in retirement benefits, an estimated 10% increase for health insurance, and an increase to \$15.00 per hour for 5 permanent employees currently making less than \$15.00.

Motion by Ms. Czaplewski to approve the 2021 operating budget request as presented, seconded by Ms. Ryan.

Motion carried unanimously on a roll call vote.

2. Discussion and decision regarding adoption of a 2021 Capital Budget request to present to the City of Greenfield:

Ms. O'Brien reviewed the 2021 Capital Budget request approved by the Budget & Finance Committee which consisted of the following:

Year	Project	Est. Price
2021	Roofing Repairs	7,800
2021	Phase 2 of first floor carpeting	25,000
2021	Replacement sorting machine & book drops Year 3 of 4-year funding plan	50,000
2021	21 replacement of public desktop computers	15,750
2021	9 staff computers--5 year technology replacement plan	6,750
	<b>2021 SUBTOTAL</b>	<b>105,300</b>
2022	Replacement sorting machine & book drops Year 4 of 4-year funding plan	50,000
2022	Partial furniture replacement	10,000
2023	Partial furniture replacement	10,000
2024	Partial furniture replacement	10,000
2025	West section roof replacement- EPDM (rubber) --Garland quote	138,000
2027	Center section roof replacement-- TPO (plastic) --Garland quote	52,000
2028	East section roof replacement- Built Up Roof (Tar/gravel)--Garland quote	280,000
	<b>2022-2028 SUBTOTAL</b>	<b>550,000</b>
	<b>TOTAL</b>	<b>\$655,300</b>

Motion by Ms. Czaplewski to approve the 2021 capital budget request as presented, seconded by Mr. L'Amie. Motion carried unanimously on a roll call vote.

K. Old Business

1. Report, discussion and decision regarding recommendation of a candidate to fill a Library Board vacancy to the Mayor and Council for appointment and confirmation

Motion by Ms. Czaplewski to recommend Ms. Amber Lococo to the Mayor and Council for appointment and confirmation; seconded by Ald. Collins.

Motion carried unanimously.

L. Library Director's Report

Report and discussion of library services during COVID-19 health emergency: Ms. O'Brien reviewed the shortened hours and limited services being offered at the library since reopening on June 15; and answered questions about safety measures including additional sanitizing, mask and social distancing requirements, and walk-in self-service computer access.

M. New items for placement on next agenda: None

N. Next Meeting: August 20, 2020 at 6:30 PM.

O. Adjournment:

Motion by Ms. Czaplewski to adjourn, seconded by Ms. Ryan seconded.

Motion passed unanimously.

Meeting adjourned at 7:51 pm.

Minutes respectfully submitted by Sheila O'Brien.

MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON  
TUESDAY, AUGUST 20, 2020

A. Call to order and roll call:

The meeting was called to order by Ms. Czaplewski at 6:31 pm via Zoom.

Roll Call: In attendance were Ms. Bruhn, Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo, Ms. Mendoza, Ms. Ryan

Also present: Sheila O'Brien, Library Director, Don Carlson, Greenfield resident

B. Public comment:

None.

C. Interview with applicant to fill a board vacancy:

Board members conducted an interview with an applicant seeking to fill a vacancy on the Library Board.

D. Approval of the July 16, 2020 Library Board meeting minutes:

Motion to approve by Ald. Collins, seconded by Ms. Ryan.

Minutes were approved as presented, Mr. Flemming abstained.

E. Acceptance of the Financial Report for July 2020:

Ms. Ryan presented the report and there was discussion of the highpoints.

Motion to approve by Ms. Czaplewski, seconded by Mr. Flemming.

Motion carried.

F. Approval of the June 2020 bills presented for payment:

Ms. Ryan presented the bills for payment, and answered questions.

Motion to approve by Ms. Czaplewski, seconded by Ms. DeWitt.

Motion carried unanimously on a roll call vote.

G. President's Report

1. Trustee Continuing Education:

Ms. Czaplewski referenced the Wisconsin DPI "Trustee Essentials" # 4 on *Effective Board Meetings and Trustee Participation*-- provided for later reading.

H. Committee Reports:

1. Legislative and Policy Committee Report and Recommendations: did not meet

2. Marketing & Community Relations Committee Report and Recommendations: did not meet

3. Budget & Finance Committee Report and Recommendations: did not meet
4. Human Resources Committee Report and Recommendations: did not meet
5. Building Committee Report and Recommendations: did not meet
6. Ad-hoc Art Enhancement Committee Report and Recommendations: did not meet

#### I. New Business

1. Report, discussion and decision regarding adoption of a Covid-19 health emergency response governing use of the library by patrons under the age of 16 during the school year

After discussion, consensus was reached that the Library will adopt a precautionary approach to library use by students under the age of 18; emphasis will be on “Grab & Go” use of materials and reference assistance; staff will focus on ensuring masking and social distancing standards are maintained, and that social gatherings do not take place; the Library will continue to monitor what will be a very fluid situation as the school year progresses.

2. Report, discussion and decision regarding adoption of a Covid-19 health emergency response governing limited services and shortened hours during the Covid-19 health emergency

There was discussion of weekday evening closing time and Saturday and Sunday hours after Labor Day; consensus was reached that Library administration will work with staff to determine how best to continue to balance staff and patron safety while offering the fullest services and hours possible.

3. Report, discussion and decision regarding adoption of a Covid-19 health emergency response in light of the school districts’ approaches to school year 2020-21 re-entry

There was discussion of Greenfield and Whitnall school districts’ re-entry plans. Consensus was reached that various options for the Library to support students and their families would be pursued. These would include expanded use of the “little libraries” to make recreational reading books available, expanded web-based homework help for after school hours, offering various simplified and contactless methods for library card registration and renewal, continuation of curbside pickup, and seeking to enhance accessibility to digital resources.

#### J. Old Business

1. Report, discussion and decision regarding recommendation of a candidate to fill a Library Board vacancy to the Mayor and Council for appointment and confirmation  
Motion by Mr. Flemming to table the discussion, seconded by Ms. Czaplewski.  
Motion carried unanimously.

#### K. Library Director’s Report

1. Report and discussion of library services during COVID-19 health emergency  
Ms. O’Brien review a statistical snapshot of the library’s recovery since reopening on June 15. Using July, 2019 as the baseline, the library open hours in July 2020 achieved 89% of baseline, door count of visitors reached 60%, curbside deliveries grew to 147 for July 2020; items checked out and renewed reached 67% of baseline, checkouts of digital resources such

as OverDrive and Hoopla grew to 130% of baseline, the number of holds filled reached 89%, cash register receipts of fines and fees were at 41%, public computer sessions reached 21% while the number of computers available were cut by two thirds; and the number of new items purchased and catalogued for patron use reached 107% of baseline.

L. New items for placement on next agenda:

1. Applicants to fill library board vacancy

M. Next Meeting: Scheduled for September 17, 2020 at 6:30 PM.

N. Special order of business:

1. Ad-hoc Officers Nomination Committee presentation of recommended officer for Library Board Treasurer (Information).

Ms. Czaplewski stated that Mr. Flemming was nominated by the Ad-hoc Officers Nomination Committee to serve as Treasurer. Mr. Flemming accepted the nomination.

O. Election of Library Board Treasurer (Action).

1. Ms. Czaplewski called 3 times for other nominations. Hearing none, Ms. Czaplewski declared Mr. Flemming elected Treasurer.

P. Adjournment:

Motion by Ms. Czaplewski to adjourn, seconded by Mr. L'Amie.

Motion carried.

Meeting adjourned at 8:06 pm.

Minutes respectfully submitted by Sheila O'Brien, 9/11/2020.

## GREENFIELD PUBLIC LIBRARY BOARD

### MINUTES OF THE LIBRARY BOARD MEETING ON THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, SEPTEMBER 17, 2020

1. Call to order and roll call:  
The meeting was called to order by Ms. Czaplewski at 6:34 pm via Zoom.  
Roll Call: In attendance were Ms. Bruhn, Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo, Ms. Mendoza, Ms. Ryan  
Also present: Sheila O'Brien, Library Director, Marie Cardenas, Greenfield resident
2. Public Comment:  
None.
3. Interview with applicant to fill a board vacancy:  
Board members conducted an interview with an applicant seeking to fill a vacancy on the Library Board.
4. Approval of the August 20, 2020 Library Board Meeting Minutes:  
Sheila O'Brien provided update to library hours which included expanding library hours by extending Saturday hours to 4:00 pm and no Sunday hours. This will be reviewed again in October.  
Motion to approve by Ald. Collins, seconded by Ms. Bruhn.  
Motion carried.
5. Acceptance of the Financial Report for August 2020:  
Mr. Flemming presented the report and there was discussion of the highpoints.  
Motion to approve by Ms. Czaplewski, seconded by Ms. Ryan.  
Motion carried.
6. Approval of the Financial Report for August 2020:  
Mr. Flemming presented the bills for payment and answered questions.  
Motion to approve by Ms. Czaplewski, seconded by Ms. Ryan.  
Roll Call vote with unanimous approval,  
Motion carried.
7. President's Report  
  
Trustee Continuing Education: "Developing Essential Library Policies", Wisconsin DPI Trustee Essentials; <https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE10.pdf> - provided for later reading and review.
8. Committee Reports:
  - A. Legislative and Policy Committee Report and Recommendations: Did meet 9/10/20 - the week prior to the Library Board Meeting

- i. Report, discussion and decision regarding adoption of a “Service Animal in the Library” policy.

Sheila O’Brien presented the incident that prompted a need for this discussion and review of policy. Ms. Czaplewski gave an overview of the discussion with library patron and the guidelines needed. Further discussion ensued regarding ADA complexities, language, an example by the city of Madison, and guidelines given to staff based on ADA guidelines. Mr. Flemming suggested further contact with the city attorney to have him review the Draft proposed by the L & P Committee on 9/10/2020 to see if he has any concerns with this policy as written.

Motion by Ms. Czaplewski, seconded by Ald. Collins to approve the Draft of this policy (pending approval/review by city attorney.)  
Motion carried as stated.

- ii. Report, discussion and decision regarding adoption of a “Photography and Videography in the Library” policy:

Sheila O’Brien presented the background information and need for updating the library policy regarding photography. All types of photography, audio and video recordings are referred to as Photographs for the purpose of this adoption. Discussion revolved around the fact that cameras are now in everyone’s pocket through the use of cell phones. Discussion also delineated between private, non-commercial uses, news coverage, education purposes and commercial or for profit use.

Motion by Ms. Czaplewski, seconded by Ms. Ryan  
Motion carried by a unanimous roll call vote.

- B. Marketing and Community Relations Committee - Did not meet
- C. Budget and Finance Committee - Did not mee
- D. Human Resources Committee - Did not meet
- E. Building Committee - Did not meet
- F. Ad-Hoc Art Enhancement Committee - Did not meet

## 9. New Business

No New Business

## 10. Old Business

A. Report, discussion and decision regarding recommendation of a candidate to fill a Library Board vacancy to the Mayor and Council for appointment and confirmation. Presentation by Ms. Czaplewski regarding our 2 candidates for the vacant position. Following discussion, it was felt by the board that both candidates had strong resumes and much to offer the board.

Motion by Mr. L’Amie to recommend Ms. Marie Cardenas to fill the vacant position, seconded by Ald. Collins. Motion carried.

The board thanked Ms. Ryan for 9 years of service to the Greenfield Library Board.

11. Library Director's Report

A. Report and discussion of library services during the COVID-19 health emergency  
Presentation by Sheila O'Brien reports additional 1 hour of open service for Saturday but no Sunday hours at this time. Staff is feeling confident meeting community needs with programs and hours provided at this time but will review again in October

B. Sheila O'Brien asked that the information could come at a later meeting as not all data is available at this time and expects it will be another week or two and then time to pull all information together.

12. New Items for placement on the next agenda

A. Greenfield Author Info - Ald. Collins presented the possibility of a local Greenfield Author, Shannon Sonnenberg to give a book talk or some other presentation through the library. Sheila was very interested and Ald. Collins will reach out with more information.

B. No other items added at this time

C. Ms. Czaplewski will not be available for the next board meeting but any new items can be added by contacting her or Sheila O'Brien.

13. Next Meeting Set for October 15, 2020 at 6:30 pm.

14. Adjournment

Motion by Ms. Ryan, seconded by Ms. Czaplewski.

Motion carried by unanimous vote.

Meeting was adjourned at 8:06 pm.

Minutes respectfully submitted by Susan DeWitt 10/11/2020

MINUTES THE GREENFIELD PUBLIC LIBRARY BOARD MEETING HELD ON  
THURSDAY, OCTOBER 15, 2020

1. Call to order and roll call:  
The meeting was called to order by Mr. Rick L'Amie at 6:32 pm via Zoom.  
Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ald. Collins, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo.  
Also present: Sheila O'Brien, Library Director  
Excused - Ms. Czaplewski, Ms. Mendoza
2. Public Comment: None.
3. Approval of the September 17, 2020 Library Board Meeting Minutes:  
Motion to approve by Ald. Collins, seconded by Mr. L'Amie.  
Motion carried.
4. Acceptance of the Financial Report for September 2020:  
Mr. Flemming presented the report and there was discussion of the highpoints.  
Discussion included that unspent funds will go to fund balance and does not revert to City Fund. The federal Cares Act refunds are expected for COVID expenses.  
Motion to approve by Mr. L'Amie, seconded by Ms. Bruhn.  
Motion carried.
5. Approval of the Financial Report for September 2020:  
Mr. Flemming presented the bills for payment and answered questions.  
Motion to approve by Mr. L'Amie, seconded by Mr. Fleming  
Roll Call vote with unanimous approval of those present.  
Motion carried.
6. President's Report  
President's Report postponed to next month as Ms. Czaplewski was not in attendance.
7. Committee Reports:  
No reports given
  - A. Legislative and Policy Committee - Did not meet
  - B. Budget and Finance Committee - Did not meet
  - C. Human Resources Committee - Did not meet
  - D. Marketing and Community Relations Committee - Did not meet
  - E. Building Committee - Did not meet
  - F. Ad-Hoc Art Enhancement Committee - Did not meet

## 8. New Business:

- A. Report, discussion and decision whether to approve an emergency policy to govern library service level reductions in the event that local and state Covid-19 case numbers substantially increase the risk to patrons and staff.

Sheila O'Brien presented background information of Covid service steps and the need for creating policy guidelines due to the recent increase in Covid cases in our state. Policy to include flexibility for levels of services from 0-4 to provide the broadest level of service to the public while also protecting patrons and staff. Guidance for this policy will be based on consulting daily/weekly with provided science from DPI, CDC, State of Wisconsin Covid-19 Response, MCFLS and other primary sites, as well as health guidance from the City of Greenfield Health Department. Suggestion to remove specific names of Health Dept. personnel stating only title of position in this policy.

Motion by Ald. Collins to approve policy with suggested removal of personnel names.

Seconded by Ms. Bruhn.

Motion carried.

- B. Report, discussion and decision whether to approve an emergency policy to govern safety actions the library will take in the event a Covid-19 positive patron or staff member becomes known to have exposed the library to the Covid-19 virus.

Sheila O'Brien presented the proposed Covid-19 Emergency Response to Exposure policy. This policy developed using guidance by CDC and Greenfield Health Department. Discussion of policy included adding wording of staff quarantining following the rules of "their city of residence Health Dept." before returning to work. Also suggested removing the names of the specific Health Dept. personnel and just keeping the titles so that policy does not need to be redone if personnel leave a position.

Motion by Mr. L'Aime to accept policy with recommended changes,

seconded by Mr. Fleming

Motion carried.

## 9. Old Business

Report, discussion and decision regarding changes subsequent to the review of legal counsel to the "Photography and Videography in the Library" and the "Service Animal in the Library Policy" that were both approved at the September 17, 2020 meeting.

After review of the video policy, the City Attorney suggests the entire 3rd paragraph of the video policy be deleted from the "Photography and Videography in the Library Policy". The "Service Animal in the Library Policy" approved by the City Attorney as written.

Motion by Mr. Flemming to approve "Photography and Videography in the Library" policy by removing the 3rd paragraph, and the "Service Animal Policy" as presented.

Seconded by Ms. DeWitt.

Motion carried.

#### 10. Library Director's Report

- A. Report and discussion of current safety measures being taken in the library to minimize the risk to patrons and staff from the Covid-19 pandemic virus. Sheila O'Brien provided an overview of what is being done to keep the library safe. These items include: masking, sanitizing every 2 hours, social distancing of staff, moving of furniture for spacing, 6-foot markings on the floor. Also quarantining library items for 5 days, providing staff health kits, staff conducting and reporting symptom self-monitoring, and the library doing continuous counts of patron occupancy by "Density" technology. Ms. O'Brien will follow guidelines provided by the City of Greenfield Health Department regarding testing and contact tracing if needed.

Additional ideas on radar if needed include:

1. Resource Librarian using laser pointers to assist patrons to minimize close proximity to patron.
2. Hire security for lobby to help with masking and flow.
3. Use of specialized air filters
4. Installing an ionization system on HVAC
5. Reduction of staff in building
6. Utilization of a pod concept like schools for staff members
7. Reducing patron visits to a maximum of 30 minutes each, emphasizing the "Grab and Go" concept.
8. Reducing Hours
9. Onsite temperature monitoring for staff

#### 11. New Items for placement on the next agenda

None at this time.

#### 12. Next Meeting Set for November 19, 2020 at 6:30 pm.

Ald. Collins has informed the Board that she will not be present at this meeting.

#### 13. Adjournment

Motion by Mr. L'Aime, seconded by Ms. DeWitt

Motion carried.

Meeting was adjourned at 7:48 pm

Minutes respectfully submitted by Susan DeWitt 11/13/2020

## GREENFIELD PUBLIC LIBRARY BOARD

### MINUTES OF THE LIBRARY BOARD MEETING ON THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, NOVEMBER 19, 2020 at 6:30 pm.

1. Call to order and roll call:  
The meeting was called to order by Ms. Czaplewski at 6:35 pm via Zoom.  
Roll Call: In attendance were Ms. Cardenas, Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo, Ms. Mendoza.  
Also present: Sheila O'Brien, Library Director  
Excused - Ms. Bruhn
  
2. Approval of the October 15, 2020 Library Board Meeting Minutes:  
Corrections - Mr. Flemming (spelling)  
Motion to approve by Ald. Collins, seconded by Ms. Czaplewski.  
Motion carried.
  
3. Public Comment: None.
  
4. Acceptance of the Financial Report for October 2020:  
Mr. Flemming presented the report and there was discussion of the highpoints: the impact Covid has had on several budget lines; Cares Act funding for Covid expenses has been received, and is reflected as revenue in "Other State Payments"; the "Building Maintenance" line includes Covid related expenses. In addition, a new server for the video surveillance system was purchased; and staffing expenses are down reflecting changes to hours due to Covid. The financial report also reflects a 6 week lag in "Books" line payments due to the use of a P-card to pay some invoices.  
Motion to approve by Ms. Czaplewski, seconded by Ms. Mendoza.  
Motion carried.
  
5. Approval of the Financial Report for October 2020:  
Mr. Flemming presented the bills for payment and answered questions.  
Motion to approve by Ald. Collins, seconded by Ms. Cardenas.  
Roll Call vote with unanimous approval of those present.  
Motion carried.
  
6. President's Report  
No formal President's Report however, Ms. Czaplewski expressed thanks to the library staff and the library board for working through the challenges of this year with the Covid pandemic.
  
7. Committee Reports:  
No reports given
  - A. Legislative and Policy Committee - Did not meet
  - B. Budget and Finance Committee - Did not meet
  - C. Human Resources Committee - Did not meet

- D. Marketing and Community Relations Committee - Did not meet
- E. Building Committee - Did not meet
- F. Ad-Hoc Art Enhancement Committee - Did not meet

8. Old Business:

A. Report and discussion regarding Gov. Evers' Executive Order #94 dated 11/10/2020 and its implication for safe Library Service Levels (information). Sheila O'Brien presented an overview of the frequent communications from the health department, other libraries and adjustments of services in different locales. Many libraries are adjusting services based on increasing Covid numbers, some adjusting hours, returning to curbside service, adjusting patron numbers in building, etc. Each library is deciding individually based on their staffing, community needs, their city health departments and Covid reports.

Of most concerns at the Greenfield Library is how to keep staff and patrons safe while assisting patrons at computers. Board suggested face shields as additional protection to staff, continued masking by staff/patrons, and maintaining safe distance practices as much as possible. Staff may utilize laser pointers to assist computer instruction at a distance and limit computer time based on Covid numbers and patron need.

With rising Covid numbers, the board authorized Ms. O'Brien to adjust services to best serve our local health conditions as conditions require. It was agreed that she consult with our previously approved Covid- response plan, and communicate significant changes in service levels to the Board President. Motion by Ms. Czaplewski to approve. Seconded by Ald. Collins. Motion carried.

9. New Business:

- A. Report, discussion and decision regarding the adoption of a 2021 calendar of open dates, paid holidays and closed dates. Presentation by Sheila O'Brien of Proposed Holidays and Open Days for 2021. There was discussion about either adding another paid federal holiday, such Martin Luther King Jr. Day, or increasing paid personal days to two instead of one. It was agreed Ms. O'Brien would poll staff for their preference on which option they prefer. Board approved an additional day off for 2021. Motion by Ms. Czaplewski, seconded by Ms. Lococo. Roll call vote of all present. Motion carried.

10. Library Director's Report

- A. Report on the Common Council-approved 2021 Library Operating and Capital Budgets. Presentation by Sheila O'Brien regarding City response to 2021 proposed budget. \$8,000 was approved for roofing repairs, other items in library capital budget request were partially approved, or postponed for a year. Some areas of need may need to be adjusted as the original budget planned for more cleaning due to Covid but less library traffic involved required less costs in cleaning in that area. No changes in day to day cleaning are anticipated.

- B. Report on the 2020 YTD Revenues and Expenditures, and Year End Projections. Ms. O'Brien predicts the library will end the year with a fund balance in the \$75,000 to \$100,000 range due to reduction in expenses during closed periods in the early months of the pandemic.
- C. Report on the funding to MCFLS libraries in the \$1.18 billion 2021 Milwaukee County budget that passed on 11/9/2020. An increase of \$50,000 to \$150,000 in County support to MCFLS has been put in the 2021 budget in support to public libraries in Milwaukee County.
- D. Report on the public participation and response to the Summer Reading Program during the pandemic.  
There was a decline in participation in the Summer Reading Program this summer over past years since all programming was virtual. It seemed more difficult to get kids involved through the online format. Adult participation for summer reading was good. Successes in the Summer Reading Program included the *Take and Go Kits* which were well received.
11. Continuing Trustee Education -  
Items from the Suggestion Box were shared with the board. These included:
- a patron suggested the sidewalk access from Layton Avenue to the library be wider and a more direct route
  - a patron suggested a copy machine upstairs be placed upstairs so they did not have to go to another floor to make copies
  - a patron suggested that *Book of the Month* titles to be purchased in Large Print format
12. New Items for placement on the next agenda  
The HR Committee meeting will be held in January.
13. Next Meeting Set for January 21, 2021 at 6:30 pm.  
Note: No December 17, 2020 meeting will be held unless Covid related needs indicate a need for a scheduled meeting.
14. Adjournment  
Motion by Ms. Czaplewski, seconded by Ald. Collins  
Motion carried.  
Meeting was adjourned at 8:16 pm

Minutes respectfully submitted by Susan DeWitt 1/11/2021

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday December 17, 2020 at 6:30 P.M.**  
**5310 W. Layton Ave. Greenfield, WI 53220**

**This meeting has been canceled.**

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