



GREENFIELD PUBLIC LIBRARY BOARD
THURSDAY, January 20, 2022 at 6:30 pm.

Approved Meeting Minutes

1. Call to order and roll call:
 - The meeting was called to order by Ms. Bruhn at 6:31 pm.
 - Roll Call: In attendance in person were Ms. Haiser, Mr. L'Amie
 - Also present via Zoom Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Mr. Flemming, Ms. Lococo, Ms. Mendoza, Ald. Saryan
 - Also present: Ms. O'Brien

2. Approval of the November 18, 2021 Library Board Meeting Minutes: correction of 1 typo paragraph following 7F "mobile will **not**"
 - Motion to approve by Ms. Haiser, seconded by Mr. L'Amie.
 - Motion carried.

3. Public Comment: None.

4. Acceptance of the Financial Reports for November 2021 and December 2021.
 - Mr. Flemming presented the report, highlighting the expenses related to the pandemic as well as the larger capital expenditures.
 - Mr. Flemming made a motion to approve as presented, Mr. L'Amie seconded.
 - Motion carried.

5. Approval of the November 2021 and December 2021 bills presented for payment.
 - Mr. Flemming presented the report, highlighting COVID-19 related expenses and boiler expenses, lighting upgrades, new public and staff computers and normal expenses. Ms. O'Brien stated the library's main supplier of books has shown an increase in pricing but not many delays at this time.
 - Motion to approve by Mr. Flemming, seconded by Ms. Bruhn,
 - Roll call vote for approval of bills taken. Motion carried unanimously.

6. President's Report - Ms. Bruhn had no report this month.

7. Committee Reports: No committees met.
 - A. Legislative & Policy Committee
 - B. Budget & Finance Committee
 - C. Human Resources Committee
 - D. Marketing and Community Relations Committee
 - E. Building Committee

F. Ad-Hoc Art Enhancement Committee

Ms. O'Brien reported she had asked an architectural engineer to give an estimate on costs for installing the mobile, but does not have a formal report yet.

8. New Business:

A. Review and analysis of the library's year-end 2021 financial statement (Information).

Ms. O'Brien presented her report "Analysis of Revenue Shortfalls and Expenditure Overages 2020-2021". The report showed a total of \$67,219 in revenue shortfalls during the Covid-19 pandemic in years 2020-2021 from the budget lines of room rentals, photocopies and prints, overdue fines and lost/damaged replacement fees. The report also showed expenditure overages of \$199,662 for LED lighting retrofitting, replacement of damaged conference chairs, roof repairs, unexpected replacement of 3 network switches and a server, price increases on the public PC's due to pandemic supply shortages, installation of outdoor wi-fi and other technology to meet staffing and board needs during the pandemic, replacement of the boilers and south stairwell heater, and completion of the 1st floor carpet replacement. Ms. O'Brien stated that all of these expenditure overages were approved in advance by the Library Board. The 2021 and 2022 revenue shortfalls and expenditures had a total impact of \$266,792 on the library's financial position and were funded from the library's fund balance.

Ms. O'Brien also presented her report "2022 No Use of Fund Balance Budget Test Study" seeking areas where expenses could be trimmed in order to attempt to rebuild the fund balance back up.

B. Report, discussion and decision whether to adopt a pandemic staffing & response policy (Action).

Ms. O'Brien proposed the creation of a temporary special payroll category that would apply to any employee who does not have paid sick leave to cover lost wages while out sick with Covid-19, with symptoms after receiving a Covid-19 vaccine, or in isolation or quarantine for Covid-19. The special payroll category would be available retroactively from 12/20/2021 when the first cases of the Omicron variant were identified in Wisconsin and community spread became very widespread.

To be eligible, the employee would have to be in compliance with all City of Greenfield and Greenfield Library Covid-19 testing, isolation, quarantine, and workplace safety protocols. The temporary special payroll category would continue to be available to qualified employees until such time as the CDC declares Covid-19 to be no longer pandemic, the Greenfield Health Department considers the health emergency to be ended, or the Greenfield Public Library Board ends the program. The special paid leave would be capped for each employee at a maximum of 10 days' pay for full-time employees, prorated for part-time employees, for each instance of Covid-19 illness or exposure. The temporary special payroll category will be funded from the library's Salary & Wages operating budget line.

After discussion, there was a motion by Ms. Bruhn, seconded by Mr. Flemming, to approve the creation of the Temporary Special Covid-19 Payroll Category. On a roll call vote, the motion carried unanimously.

- C. Report, discussion and decision whether to consider a COLA increase for staff members in light of current economic conditions (Action).

Ms. O'Brien gave an update on current U.S. Bureau of Labor Statistics' COLA increases over the past year. After discussion, there was consensus to keep an eye on trends and seek information about how other City departments are handling 2022 wage increases.

9. Old Business:

- A. Report and discussion of library services during the COVID 19 health emergency (Action).

Ms. O'Brien reported that from December 27- 30, 2021, the library was closed to the public due to staffing shortages accompanying cases of COVID-19. The library was fully closed on one day, and offered curbside service and phone reference services on 3 other days. As a result of the statewide surge in the Omicron variant of Covid-19, all in-person programming has been moved to an online format through January and possibly February as well.

10. Library Director's Report:

- A. Report and discussion of library services during the COVID-19 health emergency.

Ms. O'Brien provided detailed graphs showing how revenues had been impacted by the COVID 19 health emergency for the past 2 years. Study and discussion followed.

Ms. O'Brien mentioned the passing of a former School Board Member and Greenfield Public Library Board President and lifelong library supporter, Robert (Bob) Heule. Mr. Heule's family has designated the Greenfield Public Library as a memorial donation option.

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

- A. State Annual Report
- B. Possible budget adjustments if revenue shortfall trends continue
- C. Possible steps to take to increase non-levy revenues, including advertising and promotion

12. Next Meeting: February 17, 2022 at 6:30 pm

13. Adjournment

Motion to adjourn by Ms. DeWitt, seconded by Ms. Mendoza
Meeting adjourned at 8:04 pm

Minutes respectfully submitted by Susan DeWitt 2/12/2022

Draft Minutes

MINUTES OF THE LIBRARY BOARD MEETING

THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, February 17, 2022 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Bruhn at 6:31 pm.
Roll Call: In attendance in person were Ms. Bruhn, Mr. L'Amie
Also present via Zoom Ms. Cardenas, Ms. DeWitt, Mr. Flemming (joined at 6:34), Ms. Haiser, Ms. Lococo, Ms. Mendoza, Ald. Saryan
Also present: Ms. O'Brien in person
2. Approval of the January 20, 2022 Library Board Meeting Minutes:
Motion to approve by Ms. Bruhn, seconded by Ms. Mendoza.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report.
Mr. Flemming presented the report. He highlighted that the tax levy funds had been transferred to the Library's revenue line in City accounting software. He stated that for this point in the fiscal year, the revenues and expenditures are performing as expected. Ms. DeWitt made motion to approve as presented, Ms. Cardenas seconded.
Motion carried.
5. Approval of the bills presented for payment.
Mr. Flemming presented the reports. There were two reports as some bills were still from 2021 and others from 2022. Highlights included roof repair costs to the older part of the building (the tar and gravel roof area) for \$7,800 as a capital budget expense. There was a roofing cost overrun for sheet metal flashing due to a summer wind storm. There was a locksmith expense for a staff door keypad repair. All other costs on both reports were typical expenses, subscription renewals, and anticipated standard billings. Motion to approve by Mr. Flemming, seconded by Mr. L'Amie
Roll call vote for approval bills taken with unanimous approval.
Motion carried.
6. President's Report - Ms. Bruhn has no report this month.
7. Committee Reports: No committees met.
 - A. Legislative & Policy Committee - Did not meet
 - B. Budget & 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
Ms. O'Brien gave an update on the engineer's report regarding the lobby ceiling mobile installation method. Ms. O'Brien reported that it will likely cost \$2,500 to 3,500 for the lift equipment rental. Ms. O'Brien will reach out to the artist to confirm that the artist will cover the cost of this rental. The Ad-hoc Art Committee will meet in March to discuss this and other options.

8. Old Business:

- A. Report, discussion and decision whether to reaffirm the "challenged books" policy/procedure.
After discussion of the "Selection Policy" and "Statement of Concern" form, it was suggested by the Board that a statement be added on the Library webpage specifying that information on patrons under age 16 can, by state statute, be released to a parent or legal guardian. It was also suggested to add a statement informing parents of minor patrons that the Greenfield Public Library does not mark movies with a label specifying the Motion Picture Film Rating System (G, PG, P-13, R); nor does this library prevent a minor under the age of 17 from checking out R-rated films--the policy states that is the parent's right to determine what films are appropriate for their minor child.

Ms. O'Brien explained that other information in the policy document is intended to prevent misunderstandings between patrons and staff members when challenges to library materials are made. The intent of the policy is to clearly explain the protocol and procedure to patrons and staff. The policy documentation provides a "Statement of concern" form for patrons who are Greenfield residents to fill out if they wish to voice a concern.

The Board reviewed and reaffirmed the current Greenfield Public Library Selection Policy provided by Ms. O'Brien.

- B. Report, discussion and decision whether to offer radon testing kits and smoke detectors for checkout or distribution.
Ms. O'Brien informed the Board that the Greenfield Health Department provides radon test kits for \$6.00 and the Greenfield Fire Department provides and installs smoke detectors and batteries for Greenfield residents at no charge upon request. The suggestion was made to have the Greenfield Health and Greenfield Fire departments do outreach programs at the library to help promote these services.
- C. Report, discussion and decision whether to seek American Rescue Plan Act-State and Local Fiscal Recovery Funds funding for lost revenues due to the Covid-19 Health Emergency in 2020 and 2021. Following discussion, it was decided that Ms. O'Brien will investigate with the City and with assistance of Ald. Saryan

Motion by Ms. Bruhn, seconded by Ms. Mendoza.
Motion carried.

- D. Report, discussion and decision whether to modify or reaffirm library services during the Covid-19 health emergency.
Ms. O'Brien provided a review of where services were impacted during the pandemic and where services stand currently. She recommended that if the CDC relaxes its mask guidance and the Greenfield Health Officer concurs, that the Library mask mandate for patrons and staff be relaxed too, and the library would return to in-person programming at that time. A March 1st target date would give Ms. O'Brien time to change signage, website and other notifications.

Ms. DeWitt reported that at the current time the school district has their mask mandate thru summer school this school year. But the administration and school board are watching Covid-19 numbers as well and their policy may change.

Motion to change mask mandate in the Library for March 1st, making masking optional following current CDC and local guidelines made by Ms. Bruhn, seconded by Ms. Cardenas.
Motion carried.

9. New Business

- A. Presentation of the Wisconsin 2021 State Annual Report, discussion and decision whether to endorse the report for the Board President's signature.
Following discussion of the report presented by Ms. O'Brien, it was decided to endorse the report as presented. Library Board President will sign report at a later date.
Motion by Ms. DeWitt, seconded by Ms. Lococo.
Motion carried.

- B. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2021 Annual Report.
Following discussion, the board decided that effective leadership was provided.
Motion by Mr. L'Amie, seconded by Mr. Flemming.
Motion carried.

10. New items for placement of the next agenda:
Visual Annual Report.
11. Library Director's Report - No further information.
12. Next Meeting - March 17, 2022 6:30 pm

13. Adjournment -
Motion to adjourn by Mr. L'Amie, seconded by Ms. Bruhn
Motion carried.
The meeting adjourned at 8:02pm

Minutes respectfully submitted by Susan DeWitt.

**GREENFIELD PUBLIC LIBRARY
APPROVED MINUTES OF THE LIBRARY BOARD
MEETING THURSDAY March 17, 2022 at 6:30 pm.**

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:31 pm.

Roll Call: In attendance in person were Ms. Bruhn, Ms. DeWitt, Mr. Flemming, Ms. Haiser, and Mr. L'Amie

In attendance via Zoom were Ms. Cardenas, Ald. Saryan, Ms. Mendoza (joined at 7:07pm)

Also present: Ms. O'Brien in person

Excused - Ms. Lococo

2. Approval of the February 17, 2022 Library Board Meeting Minutes (Action):

Motion to approve by Mr. Flemming, seconded by Mr. L'Amie.

Motion carried.

3. Public Comment: None.

4. Acceptance of the Financial Report (Action).

Mr. Flemming presented the report, finding typical budget numbers to be expected at this time in the budget year, with nothing out of the norm.

Motion by Ms. Bruhn to approve Financial Report as presented, Mr. Flemming seconded.

Motion carried.

5. Approval of the bills presented for payment (Action).

Mr. Flemming presented the bills. Highlights included the boiler inspection which received a clean report. Ms. O'Brien reported that the new boilers have had three inspections—one by the City, one by a private HVAC firm, and the third by the City's insurance carrier, which is authorized by the state of Wisconsin to register the boilers with the state. The Shurclean bill was for the regular cleaning service.

Motion to approve bills by Ms. DeWitt, seconded by Ms. Haiser.

Motion carried unanimously on roll call vote.

6. President's Report -

A. Report and discussion of board term expirations on July 1 and members' reappointments for another term (Information):

Ms. Bruhn reviewed the Board Contact Information list for 2021-22. There was discussion that there were members whose term will expire on 7/1/22. These trustees included Ms. DeWitt, School District Rep. & Secretary, Ms. Haiser, Dist. 2 Rep, Ms. Mendoza, 1st VP, and Ald. Saryan, Aldermanic Rep. These board members agreed to contact the Board President regarding their willingness to serve another term. Ms. Bruhn will reach out to Ms. Mendoza, who was not present at the meeting. Board

members also checked the current contact information listing and updated any information as needed.

7. Committee Reports:

- A. Legislative & Policy Committee - Did not meet
- B. Budget & 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 - Committee did not meet

Ms. O'Brien reviewed the draft contract with Mr. Steven Haas of Green Bay—the commissioned artist selected to create the ceiling mobile for the atrium. Ms. O'Brien asked if there were any concerns about moving forward with the project. After discussing several potential issues, Ms. O'Brien was instructed to investigate any possible construction licensing requirements for the mobile installation.

There was a motion to sign the contract by Mr. L'Amie, seconded by Mr. Flemming. Motion carried unanimously on a roll call vote.

8. Old Business:

- A. Report and discussion on plan to seek American Rescue Plan Act-State and Local Fiscal Recovery Funds (ARPA-SLFRF) funding for lost revenues in 2020 and 2021 due to the Covid-19 health emergency Information).

Ms. O'Brien reported she contacted the City Finance Department and was informed the City deliberations are in the exploratory phase and there have been no updates since last month. It was agreed Ms. O'Brien and Ald. Saryan will continue to work with the City on this.

9. New Business

- 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:

There was a motion by Ms. Bruhn, seconded by Mr. L'Amie to go into closed session. The motion carried on a roll call vote.

- i. Review of the Library Director's 2021-22 goals (Action).
- ii. Report, discussion and decision regarding establishment of the Library Director's 2022-23 goals (Action).
- iii. Report, discussion and decision regarding the Library Director's 2022-23 salary (Action).

- iv. Adjourn closed session and reconvene into open session (Action).
After discussion, there was a motion by Ms. Bruhn, seconded by Mr. Flemming, to adjourn the closed session and reconvene in open session. The motion carried on a roll call vote.
- v. Report out of closed session of actions taken (Action).

Ms. Bruhn reported that the Board in closed session reviewed the 2021-22 Library Director goals and approved the 2022-23 Library Director goals for Ms. O'Brien. The Library Board also approved a 3% wage increase for Ms. O'Brien based on performance and work done during the pandemic to insure continued services to the Greenfield Community.

On a motion by Ms. Bruhn, seconded by Ms. DeWitt, the report was approved on a roll call vote.

10. New items for placement on next agenda:

- A. Library Cyber Security
- B. Room Reservation Policy
- C. Plan to address low library card registration rate in Greenfield

11. Next Meeting - April 21, 2022 at 6:30pm

12. Library Director's Report

- A. State DPI annual report - review of 2021 performance measures in a historical framework, and recovery trends from Covid-19 service and revenue downturns (information):

Ms. O'Brien provided a statistical annual report of 2021 to the Board for their review. It included a visual representation of basic service measures, service statistics, lending context, the impact of 2 years of the Covid-19 pandemic on revenues, and various recovery measures. Ms. O'Brien estimated that it will take 2-3 years to get non-levy revenues back to pre-pandemic levels.

- B. Report on pandemic response planning for library services for spring, summer and fall (Information).

Ms. O'Brien reported that library staff are hopeful Covid-19 levels will permit in-person services for spring and summer. She stated that since March 1, patron in-person participation rates have been robust.

13. Adjournment –

Motion to adjourn by Ms. Bruhn, seconded by Ms. Haiser.
Motion carried.

Minutes respectfully submitted by Susan DeWitt

GREENFIELD PUBLIC LIBRARY BOARD
Thursday April 21, 2022 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

The Library Board meeting scheduled to be held on Thursday, April 21, 2022 is cancelled. The next meeting will be held on Thursday, May 19, 2022.

GREENFIELD PUBLIC LIBRARY

APPROVED MINUTES OF THE LIBRARY BOARD MEETING May 19, 2022

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:36 pm.

Roll Call: In attendance in person were Ms. Bruhn, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ald. Saryan

In attendance via Zoom were Ms. Cardenas, Ms. Haiser, Ms. Lococo

Also present: Ms. O'Brien in person

Excused: Ms. Mendoza

2. Approval of the March 17, 2022 Library Board Meeting Minutes:

Motion to approve by Ms. Bruhn, seconded by Mr. L'Amie.

Motion carried.

3. Public Comment: None.

4. Acceptance of the March and April Financial Report.

Mr. Flemming presented the report and highlights. He reported that utility expenses are expected to rise in the future. Ms. O'Brien suggested hopefully the newly installed boilers and LED lighting may help to offset some of the increases.

Mr. Flemming reported the financial report shows Net Usage payments at 102% with an extra \$900 for reciprocal borrowing. Ms. O'Brien suggested this may be due to more patrons borrowing from communities outside Greenfield stemming from closings of other libraries due to Covid-19 conditions. Greenfield was able to continue to be open and provide services, while some other libraries were not.

Ms. O'Brien reported that the library is almost fully staffed at this time, expects to be fully staffed in a couple weeks, and will be ready for summer programs.

Motion to approve the financial report by Mr. Flemming, seconded by Ms. Cardenas.

Motion carried.

5. Approval of the March and April bills presented for payment.

Mr. Flemming presented the reports. The March accounts payable showed notable payments for monthly pest control services, some Facebook ads to generate more interest in programs, and a bill to repair some roof flashing from storm damage. No insurance claim was filed for this damage. April bill highlights include a Journal Sentinel employment ad which included the Sunday print edition and several online employment sites; there was also a bill from Stanley Security to replace the security system control panel. The 12- year old control panel could not be repaired due to its age.

Motion to approve the bills presented for payment by Mr. Flemming, seconded by Ms. Dewitt.

Motion carried unanimously on a roll call vote.

6. President's Report.

Ms. Bruhn reviewed the Board Contact Information for 2021-22

Board members provided updates of contact information.

- A. Report of board terms expirations July 1, 2022 and members reappointments for another term.

Ms. O'Brien reported Ald. Saryan has been appointed for an additional year.

Ms. Dewitt's term has been verified by the City Clerk's office to be active through 7/1/24.

Ms. Mendoza and Ms. Haiser have terms that will expire 7/1/22, and they are eligible for reappointment.

- B. Discussion and decision whether to endorse members seeking reappointment for another term, and recommend them to the Mayor and Common Council for their reappointment and confirmation.

Ms. Haiser and Ms. Mendoza have both expressed interest in seeking reappointment for another 3- year term.

Motion to recommend both reappointments to the Mayor and Common Council made by Ms. Bruhn, seconded by Ms. Lococo.

Motion carried.

- C. Formation of an Ad-hoc Officers Nomination Committee to prepare a recommended slate of officers to be elected at the July Board meeting.

Ms. Bruhn, Ms. DeWitt, Mr. L'Amie, and Mr. Flemming volunteered to serve on the committee. It was agreed the committee will meet prior to the next board meeting.

7. Committee Reports: No committees met.

- A. Legislative & Policy Committee - Did not meet (expect to meet in June)
- B. Budget & Finance Committee - Did not meet (expect to meet in June)
- C. Human Resources Committee - Did not meet
- D. Marketing and Community Relations Committee - Did not meet.
- E. Building Committee - Did not meet (expect to meet in June)
- F. Ad-Hoc Art Enhancement Committee - Committee did not meet

Ms. O'Brien reported that all is set for the artist to install the mobile according to the engineer's recommendations this Sunday morning prior to the library opening. She also reported that the Art Fair is scheduled for July 17th at the Farmer's Market lawn.

8. Old Business: none

9. New Business

- A. Report, discussion and decision whether to adopt a proposed “Pandemic Response Continuity of Operations Plan”

Ms. O’Brien presented a draft of the Pandemic Continuity of Operations Plan using the National Emergency FEMA template. After review by the Board it was decided to have the Legislative & Policy Committee take a more detailed look at this plan to see if it addresses all library needs, and review other interdependencies and City guidelines.

- B. Review, discussion and decision whether to update and reaffirm the “Room Reservation and Use Policy”.

Ms. O’Brien presented the current policy for review and discussion as room rentals are now picking back up post-pandemic. Some board members felt that some rates could be raised as they are more than reasonable. Also, fees could be adjusted to include a higher price for set- up and take- down of tables. Suggestions for mapping table set-up options for better space understanding and to prevent overcrowding would also be helpful.

- C. Report and discussion of current cyber security measures in place at the Library.
Ms. O’Brien presented the current security in place for the Library that includes firewalls, antivirus and anti-spam protection, the services of highly trained City IT professionals, monthly staff training for online security awareness to avoid cyberattacks. In addition, MCFLS maintains state of the art security measures, and the professional assistance of a highly regarded local IT firm.
The Board felt what is in place is well planned and secure.

- D. Report, discussion and decision whether to endorse a proposed “Outreach and Community Engagement Plan” directed toward Greenfield residents.
Ms. O’Brien presented a plan to increase library card registrations up that could include registering students through their school district, and reaching out to them during summer programming. Outreach to adults may include the Farmer’s Market, community events, Facebook campaigns and library programming.

10. New items for placement on next agenda:

- A. Increase Library Revenue -Amazon Smile
- B. Budget Committee Work
- C. Update to Room Reservation Policy

11. Next Meeting - June 16, 2022 at 6:30pm.

12. Library Director’s Report

- A. Report on planned library services for the summer.

Ms. O'Brien showed a brochure of summer programming for all ages--hopefully health conditions will remain safe so that in- person programming will not be interrupted.

13. Adjournment

Motion to adjourn by Ms. Bruhn, seconded by Mr. Flemming.

Motion carried.

Meeting was adjourned at 8:32pm

Minutes respectfully submitted by Susan DeWitt, 8/13/2022

GREENFIELD PUBLIC LIBRARY

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING

THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, June 16, 2022

1. Call to order and roll call:

The meeting was called to order by Mr. L'Amie at 6:32 pm.

Roll Call: In attendance in person were, Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ms. Lococo.

Ms. Bruhn was excused.

In attendance via Zoom were Ms. Cardenas, Ms. Mendoza, Ald. Saryan.

Also present: Ms. O'Brien in person.

2. Approval of the May 19, 2022 Library Board Meeting Minutes:

Motion to approve with typo corrections by Ms. Haiser, seconded by Ms. Lococo.

Motion carried.

3. Public Comment: None.

4. Acceptance of the May Financial Report.

Mr. Flemming presented the report and highlights: For this point in the fiscal year, expenditures are looking good fiscally.

Motion to approve the May financial report by Ms. DeWitt, seconded by Mr. L'Amie.

Motion carried.

5. Approval of the bills presented for payment.

Mr. Flemming presented the report: Highlights included piano tuning and repair costs, a drinking fountain repair, a Pieper Electric HVAC maintenance agreement, and an HVAC controller panel replacement.

Motion to approve the bills presented for payment by Mr. L'Amie, seconded by Mr. Flemming.

On a roll call vote, the motion was unanimously approved.

6. President's Report.

In absence of the President, Mr. L'Amie gave a report of the Ad-hoc Officers Nomination Committee. The committee presented a recommended slate of candidates for officers to serve in the 2022-23 term, and asked that Board members consider this slate. Election of officers will take place at the July board meeting. During the election, additional nominations are allowed, and the committee wishes to encourage any interested board members to seek an officer position.

7. Committee Reports:

a. Legislative & Policy Committee Report and Recommendations.

- i. Committee report, discussion and decision whether to adopt the proposed “Pandemic Response Continuity of Operations Plan”

Ms. O’Brien presented the Pandemic Continuity Services Summary, which is based upon CDC/DHS Covid- 19 Community Level framework, as well as information gathered from the Greenfield and Milwaukee County health departments. Possible responses to high levels of community spread were reviewed, including discussion of “Grab & Go” service when warranted.

Motion to approve as presented by Mr. L’Amie, seconded by Ms. DeWitt
Motion carried.

- ii. Committee report, discussion and decision whether to adopt recommended changes to the “Room Reservation and Use Policy”

Ms. O’Brien presented an updated Room Reservation and Use Policy. Changes included:

- a new capacity limit of the number of persons for each space (both Community Room and Conference Room) based on set up of room and safe guidelines.
- changes on fees and priority levels for reservations
- changes to the times allowed for reservations on Saturdays and Sundays to avoid occupants from having late exits and clean ups going beyond Library open hours.

Motion by Mr. Flemming, seconded by Ms. Mendoza to approve the new Room Reservation Policy to be effective July 1, 2022.

Motion carried.

- b. Marketing & Community Relations – expected to meet in August
- c. Budget & Finance – planning to meet in July
- d. Human Resources – planning to meet in July
- e. Building Committee – planning to meet in July
- f. Ad-Hoc Officers Committee - Met and report given under agenda item 6.

8. New Business:

- a. Review and discussion of June 2022 YTD financial report as it pertains to current Library expenditure restraints in place following the Covid-19 pandemic revenue losses and excess expenditures.

Ms. O'Brien presented a report showing 49.59% of the fiscal year has passed-- the halfway mark of the fiscal year. She stated that room rental revenues are on the rebound after several years of pandemic reductions. Fine payments are also on the rebound. Expenses have been kept down, and her current projection for net of revenues and expenditures will be in the \$200,000 positive range by year end.

Ms. O'Brien stated that board discussions regarding current economic conditions, budget goals and guidelines will be important in preparing the 2023 budget requests. She is observing trends in employee wages, is concerned about the impact of inflation on employee cost of living, and is seeing the cost of books and databases rising.

9. New items for placement on the next agenda

- A. Committee meetings
- B. 2023 Budget
- C. Election of 2022-23 Officers

10. Next Meeting scheduled for July 21, 2022

Ms. Cardenas has informed the board that she will not be present at the next meeting.

11. Library Director's Report

Ms. O'Brien reported that the Summer Library programs are underway with in-person and virtual performers. The Summer program is also moving away from prize incentives for reading and promoting intrinsic and social rewards of reading.

Ms. O'Brien also informed the Board that story time is currently going on during the Farmer's Market at 11:00 am at the Amp, and that the Library Art Fair will be held at the Farmer's Market on Sunday July 17.

12. Adjournment at 7:51 pm

Motion to Adjourn by Mr. L'Amie, seconded by Mr. Flemming

Motion carried.

Minutes respectfully submitted by Susan DeWitt

GREENFIELD PUBLIC LIBRARY

LIBRARY BOARD MEETING JULY 21, 2022

APPROVED MINUTES

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:31 pm.

On roll call, in attendance were Ms. Bruhn, Ms. DeWitt, Ms. Haiser, Mr. L'Amie, Ms. Lococo Ms. Mendoza, Ald. Saryan

Also present: Ms. O'Brien

Excused: Ms. Cardenas

2. Special Order of Business: Elections of Library Board officers.

Ms. Mendoza, assumed the chair pro tem and conducted the election of President for 2022-23.

The Ad-hoc Nomination Committee recommended a slate of officer candidates as follows:

President: Ms. Bruhn, 1st VP: Mr. L'Amie, 2nd VP: Ms. Mendoza, Treasurer: Mr. Flemming, Secretary: Ms. DeWitt

After calling for other candidates three times for each position, and determining that all candidates accepted the nomination, there were no new nominations for officers. The slate of officers was elected unopposed.

Motion to approve officers for new term by Mr. L'Amie, seconded by Ms. Bruhn

Motion carried.

3. Approval of the June 16, 2022 Library Board meeting minutes.

One typo noted to correct under agenda item 4.

Motion to approve as corrected by Ms. DeWitt, seconded by Ms. Bruhn.

Motion carried.

4. Public Comment: None.

5. President's Report

- A. President's appointment of committee membership. After review and discussion of the current slate of members on each committee, members were given the opportunity to

adjust commitments. All members were comfortable with committees they were on, so the committee roster for 2022-23 will be as follows:

Legislative and Policy: Ms. Bruhn, Mr. L'Amie, Ms. Mendoza

Marketing and Community Relations: Ms. Cardenas, Ms. DeWitt, Ms. Lococo

Budget and Finance: Ms. DeWitt, Mr. Flemming, Ms. Haiser

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

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

B. Sharing of the link to sign up for MCFLS website newsletters

Ms. Bruhn shared the link for signing up for MCFLS newsletter: <https://www.mcfls.org>

C. Sharing of the link to discover unexpected items for checkout throughout Milwaukee County libraries

Ms. Bruhn shared the link for a list of "library of things"-- unusual, non-traditional items available to check out at public libraries throughout Milwaukee County:

<https://www.mcfls.org/non-traditional-materials-for-checkout>.

D. Sharing of the link to sign up for book recommendations

Ms. Bruhn shared the link for signing up for book recommendations based on personal preferences to be sent to a person's email address: <https://www.mcfls.org/recommends>.

6. Acceptance of the May Financial Report.

Ms. O'Brien presented the report and highlights. She stated that patron circulation levels are currently at about 75% compared to June 2019 pre-pandemic levels, YTD fines revenues are still down, while room rental revenues are improving. She noted that the printing costs line shown in the financial report lists expenditures at 152%. She explained this was due to the City Finance Department entry of the \$23,000 expenditure for the atrium art mobile, which was purchased through the Library gifts account and funded entirely by donated funds, into the printing costs line as an audit tracking measure.

Motion to approve the May Financial Report by Ms. Bruhn, seconded by Ms. Mendoza.

Motion carried.

7. Approval of the bills presented for payment.

Ms. O'Brien presented the report. Highlights included an invoice from Automatic Entrances of Wisconsin for repairs. There was also an invoice from Custom Grown Greenhouses for annuals in the Children's Garden. There were a number of Baker & Taylor invoices for books. A question was raised about book vendors that the library purchases from. Ms. O'Brien stated that Baker & Taylor provides a 44-48% discount on list prices for books sold to the Greenfield Library based on the substantial volume discount Milwaukee Public Library negotiated with them. This makes Baker &

Taylor the preferred vendor for most purchases, though staff do check Amazon for pricing and place orders there on occasion as well.

Bills for payment also included CDs and DVD purchases.

Motion to approve the bills presented for payment by Mr. L'Amie, seconded by Ms. Mendoza.

On a roll call vote, the motion was unanimously approved.

8. Committee Reports:

The Budget & Finance Committee, Human Resources Committee, and the Building Committee met in July to offer input into 2023 budget preparation. Other Committees are anticipated to meet soon.

9. New Business:

A. Report, discussion and decision regarding approval of the 2023 operating budget funding request to the City of Greenfield.

Ms. Bruhn discussed the HR Committee's study and noted the US Bureau of Labor Statistics' CPI-U for the 12 months June 2021-2022 included a 5.9% increase excluding gas and food. Utilities and food have increased at a higher rate but are currently fluctuating and beginning to come down.

Ms. Haiser gave an overview of the Budget and Finance Committee's study of the 2022-23 budget goals. The committee recommended continued efforts to increase the fund balance, consider the financial impact on the City of a possible recession, to respond to the growing diversity of our community, building upkeep and growing new collections in the "library of things".

Ms. O'Brien presented the board with a draft of 2023 Budget Proposals showing a comparison for 2019, 2020, 2021 actuals, 2022 YTD, year-end projections, and several options for 2023. The breakdown of 2023 budget options also showed various levels of library staff wage increases in light of the current inflation and financial conditions. After discussion, the board reached consensus that two options--a 2% wage increase and 2% plus a one-time economic adjustment were the most feasible options.

The board directed Ms. O'Brien to further develop these options for board consideration in August.

B. Discussion and decision regarding the 2023 capital budget funding request to the City of Greenfield.

Ms. DeWitt, Mr. Flemming and Mr. L'Amie discussed the Building Committee's study of upkeep needs and improvements of the building and grounds. They emphasized the need to keep up with normal maintenance on larger structural items repairs such as repairs to the basement

foundation and some ongoing roof leaks. Also noteworthy was the possible building of a pergola and patio on the southwest side of the building, which they highly recommended for more outside patron access. The board directed Ms. O'Brien to seek updated quotes on the foundation repair and the hands-on learning lab for the Children's Library.

Ald. Saryan stated that she will schedule the Pergola Patio as a topic in the August city meeting for discussion. She also stated she senses some pessimism in the City's 2023 budgetary climate.

10. New items for placement on the next agenda
None noted at this time.

11. Next Meeting scheduled for August 18, 2022
Ald. Saryan will not be present at this meeting.

12. Library Director's Report
Ms. O'Brien reported that the CDC recently raised the Community Spread Level back to high for Milwaukee and Waukesha counties. Ms. O'Brien stated signage for the library will be updated to reflect the new status.

13. Motion to adjourn by Ms. Bruhn, seconded by Ms. Mendoza
Motion carried. The meeting adjourned at 8:23 pm

Minutes respectfully submitted by Susan DeWitt

GREENFIELD PUBLIC LIBRARY BOARD 8.18.22

APPROVED MINUTES OF THE GREENFIELD PUBLIC LIBRARY BOARD MEETING ON THURSDAY, AUGUST 18, 2022 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Bruhn at 6:33 pm.
Present in Person: Ms. Bruhn, Ms. DeWitt, Ms. Haiser, Mr. L'Amie,
Present via Zoom: Ms. Cardenas, Ms. Lococo, Ms. Mendoza, Mr. Flemming
Ald. Saryan excused.
Also present in person Ms. O'Brien
Also present was Mr. Ron Tays, former Greenfield Library Board President and former Greenfield Library Foundation President. Mr. Tays resides at 6248 S. 41st St. in Greenfield, 53221
2. Approval of the July 21, 2022 Library Board Meeting Minutes:
Motion to approve by Ms. Bruhn, seconded by Mr. L'Amie.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report for July 2022
Treasurer's report given by Mr. Flemming. He reported 98% of budgeted revenues received, and 47% of budgeted expenditures made YTD. Nothing out of the norm reported.
Motion to approve by Mr. Flemming, seconded by Ms. DeWitt.
Motion carried.
5. Approval of the July 2022 bills presented for payment.
Treasurer's report given by Mr. Flemming: Highlights included several Summer Library Program performances which reached pre-pandemic attendance levels, costs for photocopies and printing summer brochures. Other expenses were typical.
Motion to approve by Ms. Bruhn, seconded by Mr. Flemming.
On a roll call vote, the motion carried unanimously.
6. President's Report: None.
7. Committee Reports:
 - A. Legislative & Policy Committee - Did not meet
 - B. Marketing and Community Relations Committee - Did not meet
 - C. Budget & Finance Committee - Did not meet
 - D. Human Resources Committee - Did not meet
 - E. Building Committee - Did not meet
 - F. Ad-Hoc Art Enhancement Committee - Did not meet.

8. New Business:

A. Board to go into closed session pursuant to Wis. Statutes 19.58(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion to go into closed session by Ms. Bruhn, seconded by Ms. Haiser.

On roll call vote, the motion carried unanimously.

B. Board to adjourn closed session and reconvene into open session.

Following discussion by the board, there was a motion by Ms. Bruhn, seconded by Ms. Haiser to adjourn closed session and reconvene into open session.

On roll call vote the motion carried unanimously.

C. Report out of closed session of action taken.

Motion by Ms. Bruhn, seconded by Ms. Mendoza, to instruct Ms. O'Brien to enlist the services of an attorney to advise the board on the possible formation of a library foundation, and a Certified Financial Planner to assist in creating a plan to invest and grow donated funds. Mr. Tays will assist Ms. O'Brien in this venture.

On a roll call vote, the motion carried unanimously.

9. Old Business

A. Report, discussion and decision regarding the previous proposal to adopt a Library Impact Fee. Presentation by Ms. O'Brien provided for review.

Ms. O'Brien raised the question whether the library should look again into utilizing impact fees to fund capital library expansion and upgrade projects, as Greenfield Park & Rec currently does. After discussion, the board decided a closer look and additional information will be needed to determine if the library should consider impact fees.

B. Report, discussion and decision regarding adoption of a 2023 operating budget request to present to the City of Greenfield.

Ms. O'Brien provided additional detailed information about several employee wage options. After discussion, there was a motion Ms. Haiser, seconded by Mr. Flemming, to approve an operating budget request for \$1,577,956 that would include a 2% wage increase to library employees in 2023, plus a one-time prorated economic adjustment payment to each employee in recognition of the US Department of Commerce's Consumer Price Increase over the past 12 months.

On a roll call vote, the motion carried.

C. Report, discussion and decision regarding adoption of a 2023 capital budget request to present to the City of Greenfield.

Ms. O'Brien presented an adjusted capital budget.

After discussion, there was a motion by Mr. Flemming, seconded by Ms. Lococo, to approve a 2023 capital budget request of \$291,075, projects to include replacement

computers, servers and photocopiers for a subtotal of \$56,000; basement foundation remediation, west wall rain intrusion remediation, installation of a pergola and patio on the south lawn, new equipment for public use in the Community Room, installation of a Hands-on Learning Lab in the Children’s Library, reupholstery, LED lighting, and interior painting for a subtotal of \$235,075. The request also included 3 roofing replacements of sections of the roof in years 2025-2028 totaling \$470,000.

On a roll call vote, the motion carried unanimously.

10. Library Director’s Report:

A. Update to current performance statistics relative to recovery of services to pre-pandemic levels.

Ms. O’Brien presented a review of service measures comparing current July levels to pre-pandemic July 2019 levels. Review shows the library is moving in the right direction with items checked out and renewed approaching pre-pandemic levels at 70%, visitor count at 62%, new patrons registered at 91%, holds filled at 79%, e-magazine and hoopla checkouts reaching 115%. Significantly, Overdrive had a large growth in usage and reported 158% of pre-pandemic service levels.

B. Report and discussion regarding project proposals that were developed by the 2022 library staff workgroups initiative.

Ms. O’Brien presented a list of many new projects developed by library staff, all with the goal being to update library services and improve support services to the Greenfield Community. Examples included e-payment options at the checkout desk, some new programs and clubs such as an Anime Club, improvements to the art exhibit display equipment, special display shelving to highlight new books, a homebound delivery by mail program, librarian visits to assisted living facilities, an outdoor lighted sign to promote library and city events and programs, and development of library-logo clothing that employees could purchase and wear to work.

11. No new items were placed on the agenda at this time.

12. Next Meeting: September 15, 2023 at 6:30 pm.

13. Adjournment:

Motion to adjourn by Ms. Bruhn, seconded by Ms. Haiser.

Meeting was adjourned at 8:21 pm.

Minutes respectfully submitted by Susan DeWitt 9/11/2022

GREENFIELD PUBLIC LIBRARY BOARD 9.15.22

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING ON THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, September 18, 2022 at 6:30 pm.

1. Call to order and roll call:

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

Present in-person were Ms. Bruhn, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo, Ald. Saryan. Present via Zoom: Ms. Cardenas, Ms. Haiser, Ms. Mendoza.

Also present in- person Ms. O'Brien, and invited guest Mr. Steve Kellogg, who arrived at 7:00 pm.

2. Approval of the August 18, 2022 Library Board Meeting Minutes:

Motion to approve by Ms. Bruhn, seconded by Ms. Cardenas.

Motion carried.

3. Public Comment: None.

4. Acceptance of the Financial Report for August 2022

Treasurer report given by Mr. Flemming.

With $\frac{2}{3}$ of the year completed, fine revenue is still down as well as revenue generated by room rentals. Expenses were also down with 54% of the budget expended year to date.

Motion to approve by Mr. Flemming, seconded by Mr. L'Amie.

Motion carried.

5. Approval of the August 2022 bills presented for payment.

Presentation given by Mr. Flemming.

Highlights included purchase of employee name badges, Covid face masks, and plumber expenses for repair of an outside hose bib. Also purchased were new wall-mounted toys for the Children's Library that will better support post-Covid cleaning and sanitation needs.

Motion to approve by Ms. Bruhn, seconded by Ms. Mendoza.

Motion carried by roll call vote, with unanimous approval.

6. President's Report - No report given.

7. Committee Reports:

A. Legislative & Policy Committee - Did not meet

B. Marketing and Community Relations Committee - Did not meet

C. Budget & Finance Committee - Did not meet

D. Human Resources 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 the Library Board will authorize the formation of a 501(c)(3) charitable foundation for the purpose of development and oversight of donated funds.

Ms. O'Brien presented an update, reporting that Mr. Tays is in the process of putting together some recommendations of an attorney(s) who may be a good fit to work with our board at favorable fees if it is decided to form a foundation. The board received a chapter of the Wisconsin DPI "Trustee Essentials Handbook for Wisconsin Public Library Trustees" that focused on forming a foundation versus other options of managing donated funds.

Ms. O'Brien gave input into some significant costs incurred in forming the previous Library foundation for legal fees and annual auditing costs. She noted that some of the legal work that had been done pro bono for the prior Foundation. Ms. O'Brien also presented several alternative ways the board could invest donated funds that would not require the formation of a foundation. These included utilizing the City finance department's for professional resources, auditing and the State of Wisconsin' LGIP fund for investing, and having the library board oversee and manage the funds on their own. Utilization of a financial advisor and investment group to oversee and manage the funds with the Library Board approval was also discussed.

B. Report, discussion and decision regarding the benefits of various financial vehicles toward the goal of developing donated funds into a growing investment reserve.

Invited guest, Mr. Steve Kellogg of Baird Financial, gave the board an overview of how a financial advisor could work with the board to invest donated funds to meet the board's investment goals. Mr. Kellogg's presentation provided the Board with some examples of how the funds could grow and reduce risk. He also presented the Board with a breakdown of anticipated costs and fees, as well as how a financial advisor would work with the board to establish goals for the funds. Mr. Kellogg also gave examples of typical communication that would be expected to the board.

After discussion, the board members expressed that the flexibility and having a team of experienced professional fund management would be a cautious and responsible approach in investing donated funds. No motion at this time was taken. The board felt they would like to see a few more presentations from other financial planning groups as comparison. Ms. O'Brien was directed to look for a couple more financial management groups to present to the Library Board.

9. Old Business

A. Report, discussion and decision regarding the Library Board's 2023 operating and capital budget requests to the City of Greenfield.

Ms. O'Brien reported that the Library Board-approved 2023 operating budget request was not approved in full by Mayor Neitzke, and that \$88,558 in cuts will need to be made from the request. After discussion, it was decided to have the Budget & Finance Committee meet prior to the next board meeting to look for possible areas to reduce the budget request. No action was taken at this time.

B. Report, discussion and decision whether to pursue the development of Impact Fees in support of future Greenfield Public Library capital projects.

Ms. O'Brien presented the Board with a packet of information to review. Due to the length of the meeting it was decided to have board members read through this packet and bring this item back for discussion at the October Board meeting.

10. Library Director's Report:

Summer Reading Program participation and Summer Library Program attendance.

Ms. O'Brien presented a report prepared by Library Assistant Director Emily Alford. Ms. O'Brien reported that there were 3,583 participants for 2022 summer reading serving all age groups. 411 people signed up for challenges through online and in-person registration options. Beanstack was the online registration program used again this year. Completion rates were down compared to pre-pandemic levels. Adult participants had the highest completion rate. Ms. O'Brien stated that prize incentives for the Summer Reading Program were not offered this year for the first time, and this may have impacted the registration and completion rates. After an adjustment period, it is anticipated that the numbers will climb. Ms. O'Brien also reported that in-person program attendance is bouncing back, community interest is very strong, and that the take-and-make crafts and STEAM kits continue to be very popular.

11. No new items were placed on the agenda at this time.

12. Next Meeting: October 20, 2022 at 6:30 pm.

13. Adjournment:

Motion to adjourn by Ms. Bruhn, seconded by Ms. Lococo.

Meeting was adjourned at 8:34 pm.

Minutes respectfully submitted by Susan DeWitt 9/26/2022

GREENFIELD PUBLIC LIBRARY BOARD 10.20.22

APPROVED MINUTES OF THE GREENFIELD PUBLIC LIBRARY BOARD MEETING ON THURSDAY, OCTOBER 20, 2022 AT 6:30 pm.

1. Call to order and roll call:

The meeting was called to order by Mr. L'Amie at 6:35 pm.

Present in Person: Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ald. Saryan.

Present via Zoom: Ms. Cardenas, Ms. Lococo, Ms. Mendoza.

Also present in person: Ms. O'Brien

Excused: Ms. Bruhn

2. Approval of the September 15, 2022 Library Board Meeting Minutes:

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

Motion carried.

3. Public Comment: None.

4. Acceptance of the Financial Report for September 2022

Treasurer report given by Mr. Flemming. With 75% of the year completed, expenditures are at 66% of budget, electric and gas expenses have been favorable as weather has been mild. There was a resignation of a library staff member, so the wage line is lower as well.

Motion to approve the financial report by Ms. DeWitt, seconded by Mr. L'Amie.

Motion carried.

5. Approval of the September 2022 bills presented for payment.

Presentation given by Mr. Flemming. He reported that regular expenditures were as expected.

Highlights included the purchase of laptops and a laptop charging cabinet for the children's library.

Motion to approve by Mr. L'Amie, seconded by Ms. Mendoza.

Motion carried by roll call vote, with unanimous approval.

6. President's Report - No report given.

7. Committee Reports:

A. Legislative & Policy Committee - Did not meet

In her report, Ms. O'Brien determined that the book should be retained in the collection and be moved to the young adult non-fiction collection cataloged in the 611 Dewey range with other books on human anatomy and puberty.

As directed in the Statement of Concern policy and procedure, Ms. O'Brien stated that she would communicate the decision to the patron regarding the decision to move the item. Ms. O'Brien stated that in her communication with the patron, she will highlight the library policy supporting the right of each parent to freely choose from a wide selection of materials and viewpoints to determine what library materials are appropriate for their own family, but not to limit the rights of other parents to exercise their own right to do the same.

The Library Board was supportive of the review process and steps taken by Ms. O'Brien in response to this Statement of Concern.

B. Report, discussion and decision on a statement of concern about a possible bird strike with library windows:

Ms. O'Brien reported that she had received an email from a patron on October 4, 2022 expressing concern about having found a dead bird near the library south windows, and having found other dead birds in the past. In email correspondence, the patron offered to support efforts to reduce bird strikes and work towards a grant or fundraising to address the issue. There was discussion of the costs to hire a professional to do a study or give professional advice.

Ms. O'Brien showed the board some Window Alert ultraviolet hawk decals that were used in the past to help deter bird strikes. She stated that though these decals are approved by ornithologists to reduce bird strikes, she had a concern about the viability of the decals since they need to be placed on the exterior side of the glass. Since the library has many 2nd story windows, it is not possible for library staff to reach these windows safely. A suggestion was made to consult with the fire department to see if they could assist with placement of the decals on the 2nd story windows.

Ms. Haiser also mentioned a product she was familiar with that could be placed on interior windows. She agreed to seek further information and report back to the board. Another suggestion was made about a bird deterrent using sound technology. It was agreed that each board member would do some research and bring an article or idea to the board next month regarding this issue.

9. Old Business

A. Report, discussion and decision whether to pursue the development of Impact Fees in support of future Greenfield Public Library capital projects:

Due to the length of the meeting, it was decided to postpone this discussion until the next meeting.

- B. Report, discussion and decision whether the Library Board will authorize the formation of a 501(c)(3) charitable foundation for the purpose of development and oversight of donated funds:

Discussion was postponed to the next meeting when the status of 2023 library budget would be known.

- C. Report, discussion and decision regarding the benefits of various financial vehicles toward the goal of developing donated funds into a growing investment reserve:

Discussion was postponed to the next meeting when the status of 2023 library budget would be known

- 10. Library Director's Report:

Report and discussion of collection development profile and metrics:

Ms. O'Brien reported that year to date, total circulation of physical items at the Greenfield Library consisted of approximately 70% books, 14% DVD's, 5% large print books, 5% graphic novels, 2% music CDs, and 3% of other types such as e-books, Kindle audiobooks, and magazines.

- 11. Items for placement on the next agenda:

- A. Bird safe building articles
- B. Impact Fees
- C. 501c foundation formation
- D. Financial vehicles for investing donated funds

- 12. Next Meeting: December 1, 2022 at 6:30 pm.

Board approved this date change to combine the Nov. 17th and Dec. 15th meetings.

- 13. Adjournment: Motion to adjourn by Mr. L'Amie, seconded by Mr. Flemming. The meeting was adjourned at 8:26pm.

Minutes respectfully submitted by Susan DeWitt 11/25/2022



**THE REGULARLY SCHEDULED MEETING OF
THE GREENFIELD PUBLIC LIBRARY BOARD ON
NOVEMBER 17, 2022 HAS BEEN CANCELED.**

**THE NEXT MEETING IS SCHEDULED
FOR THURSDAY DECEMBER 1, 2022**

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

GREENFIELD PUBLIC LIBRARY BOARD 12.1.2022

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING ON THURSDAY, December 1, 2022 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Bruhn at 6:31 pm.
Present in Person: Ms. Bruhn, Ms. DeWitt, Mr. Flemming (6:34), Mr. L'Amie, Ms. Lococo, Ms. Mendoza.
Present via Zoom: Ald. Saryan.
Also present in person: Ms. O'Brien
Excused: Ms. Cardenas, Ms. Haiser.
2. Approval of the October 20, 2022 Library Board Meeting Minutes:
Motion to approve by Ms. Lococo, seconded by Mr. L'Amie.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report for October and November 2022
Treasurer report given by Mr. Flemming.
Mr. Flemming reported that finances are looking good with 91.5% fiscal year completed, and having spent 77% of the budgeted monies. Ms. O'Brien reported that no Covid-related expenses were reimbursed in 2022.
Motion to approve by Ms. Bruhn, seconded by Ms. Lococo.
Motion carried.
5. Approval of the October and November 2022 bills presented for payment.
Presentation given by Mr. Flemming.
Mr. Flemming reported highlights included a Halloween program, window washing done earlier in the year and billed in October, HOH Water Technology for HVAC system, and the annual subscription to the Reference Solutions database.
Motion to approve by Mr. L'Amie, seconded by Ms. Bruhn.
Motion carried by roll call vote, with unanimous approval of those present.
6. President's Report - No report given.
7. Committee Reports:
 - A. Legislative & Policy Committee - Did not meet
 - B. Budget & 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

8. New Business:
- A. Report, discussion and decision whether to approve a proposed leadership succession plan.
Ms. O'Brien presented a Leadership Succession Plan and proposed that the Board consider adoption. After discussion, it was agreed the Board will develop a plan, starting by appointing a committee to review desired steps/process.
- B. Report, discussion and decision regarding the adoption of a 2023 calendar of open dates, closed dates, and paid holidays.
Ms. O'Brien presented a proposed calendar for 2023 consisting of 10 paid holidays, 2 paid floating holidays, and 18 unpaid days that the library is closed. Ms. O'Brien reported employees earn 1 paid sick day per month, prorated for part-time employees, and several weeks of paid vacation depending on years employed.
Motion to approve the proposed 2023 calendar by Ms. Bruhn, seconded by Ms. Mendoza.
Motion carried with unanimous approval of those present.
- C. Report and discussion regarding the 2023 operating and capital budgets approved by the Common Council.
Ms. O'Brien reported that the Common Council passed the 2023 budget in November. The Library will receive a \$40,000 increase in the operating budget. Regarding the capital budget, Ms. O'Brien reported that a number of board-approved projects had been removed from 2023 City funding, and moved to possible 2024 funding. These projects included basement foundation repairs, the pergola patio project and children's learning lab. Interior painting and west section roof replacement were also moved to later years' capital funding.
- D. Report, discussion and decision whether to approve a proposed plan to administer and invest donated funds.
Ms. O'Brien presented the Board with the State of Wisconsin "Local Government Investment Pool Policies and Procedures Manual" to review.
There was discussion comparing the LGIP plan with other investment options, such as Baird's Align Strategic Portfolio, or commercial banks' certificate of deposit (CDs). LGIP, which the City of Greenfield already uses for funds management, does not charge management fees or withdrawal penalties, it is viewed as highly secure and well managed, and funds are very liquid. The downside of this option is somewhat lower returns, and the principal is not insured by the FDIC as a bank deposit would be. Discussion followed regarding where to invest a recent donation of \$50,000 and other related donations.
Motion by Mr. Flemming to invest the \$50,000 donation and other related donations with the LGIP plan, seconded by Ms. Lococo.
Motion carried by roll call vote, with unanimous approval of those present.

- E. Report, discussion and decision whether to move forward with several library improvement projects to be funded through donations.

The board reviewed several larger library improvement projects which include:

- \$75,000 for the Pergola/Patio project
- \$100,000 for the Hands-on Learning Lab in the Children’s Library
- \$7,500 for the Children’s Garden Enhancements
- \$25,000 for Decorative lighting in the library lobby and Adult/cafe area

Following discussion, there was a motion by Ms. DeWitt, seconded by Mr. L’Amie, to approve expenditure of \$7,500 for the Children’s Garden Enhancements with spring/summer installation, and the other projects could be reviewed at a later time when the economy and budget status were clarified. Motion carried by roll call vote, with unanimous approval of those present.

9. Old Business:

- A. Report and discussion of various options to help make our building “bird-safe” and minimize bird strikes.

Board members presented and discussed some of the research that was done on this subject over the past month. Discussion included sound deterrents, visual deterrents and window applications.

This discussion will continue after further research and study.

- B. Report, discussion and decision whether to authorize staff expenditure for implementation of bird safe measures.

It was decided that more research needs to take place prior to any expenditures.

10. Library Director’s Report - No further information given at this time.
11. New items for placement on the next agenda: Committee Work
12. Next Meeting: 1/19/2023 at 6:30 pm
13. Adjournment: Motion to adjourn by Mr. L’Amie, seconded by Ms. Bruhn.

Meeting was adjourned at 8:16 pm

Minutes respectfully submitted by Susan DeWitt 1/11/2023