

GREENFIELD PUBLIC LIBRARY BOARD
Thursday, February 20, 2014 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield

Agenda

1. The meeting called to order & roll call.
2. Approval of the January 16, 2014 Library Board meeting minutes (Action).
3. Public comment (Information).
4. Acceptance of the Financial Report (Action).
5. Approval of the bills presented for payment (Action).
6. President's Report (Information).
7. Committee Reports:
 - a. Legislative & Policy Committee Report and Recommendations (Action):
 - i. Report, discussion and decision whether to recommend the Disruptive Behavior Policy be amended to include a prohibition of the use of e-cigarettes in the library (Action).
 - ii. Report, discussion and decision whether to recommend the Room Reservation Policy be amended to include:
 1. a requirement that all advertisement copy prepared by a group reserving a room be preapproved by designated library staff prior to public release or mailing, failure to do so could result in cancellation of the reservation and forfeiture of deposit/fees (Action).
 2. a cancellation policy clause that allows the library to keep the deposit if a group reserving a room cancels without notifying the library at least 24 hours prior to their reservation start time (Action).
 3. a limit of 4 times/year that an organization can use the room rent free, after which the organization would have to pay a rental fee (Action).
 4. a change to the hours that the rooms are available for reservation, specifically that rooms must be completely vacated no later than 30 minutes before the library closes; and a \$25.00 charge for every 10 minutes a group stays past the Library closing time will be applied and/or denial of future reservations (Action).
 - b. Marketing & Community Relations Committee Report and Recommendations:
 - i. Report, discussion and decision regarding 5th Anniversary Steering committee fundraising/community outreach events being planned, including the selection of final dates, times, locations, planning deadlines, event coordinators and volunteers (Action).
 - ii. Report on application for Wisconsin Raffle license for fundraising purposes. (Information).
 - c. Budget & Finance Committee Report and Recommendations (Action).

- d. Human Resources Committee Report and Recommendations :
 - i. Report, discussion and decision regarding proposed date and time for National Library Week's Library Workers Day annual luncheon for staff, volunteers, board members and City officials (Action).
 - ii. Report, discussion and decision of the current Employee Handbook (Action).
 - iii. 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: evaluation of the Library Director's 2013 performance, accomplishment of 2013 goals, establishment of 2014 goals, and 2014-17 employment contract (Action).
 - iv. Adjourn closed session and reconvene into open session (Action).
 - v. Report out of closed session actions taken (Action).

- e. Building Committee Report and Recommendations:
 - i. Report, discussion and decision on consultant's work to find and remedy the source of chronic problems with the HVAC automation system and air handler units (Action).
 - ii. Report, discussion and decision on quotations for installation of new heating unit in the southeast stairwell where a sprinkler head recently froze and burst (Action).
 - iii. Report on completion of the new lower level office to be used by the Greenfield Historical Society for archive storage and meeting space (Information).
 - iv. Report, discussion and decision whether to hire an interior designer to consult on wall color selection(s) for accent wall in the lobby (Action).
 - v. Report, discussion and decision whether to hire a professional painting firm to paint an accent color onto the wall behind the sculpture and into the atrium (Action).
 - vi. Report, discussion and decision whether to pursue private fundraising options for the children's garden upkeep, maintenance and enhancement (Action).
 - vii. Report, discussion and decision whether to pursue private fundraising options for several large informational monitors (Action).

- 8. Old Business:
 - a. Report, discussion and decision on steps to expand the Whitnall School District's role in the Greenfield Public Library (Information).

- 9. New Business:
 - a. Presentation of the Wisconsin 2013 Annual Report, and discussion and decision whether to endorse the report for the President's signature (Action).
 - b. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2013 Annual Report (Action).
 - c. Continuing Trustee Education (Information).
 - d. Report, discussion and decision regarding board members and staff availability for the April 17 meeting (Action).

- 10. New items for placement on next agenda (Information).

- 11. Next Meeting (Information): March 20, 2014

11. Library Director's report (Information).

12. Adjournment (Action).

Upon reasonable notice, efforts will be made to accommodate the needs of hearing impaired individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Library Director at 321-9595, FAX 321-8595 or TDD 1-800-947-3529 (WI Telecommunications Relay), or by writing to the Library Director at the Greenfield Public Library, 5310 West Layton Avenue, Greenfield, WI 53220. The Greenfield Public Library is wheelchair accessible. 2/15/14.

Greenfield Public Library
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