GREENFIELD PUBLIC LIBRARY BOARD
Thursday February 25, 2016 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Minutes

1. The meeting was called to order by Ms. Czaplewski at 6:34. On a roll call, the following were in attendance:
   Ms. Ball
   Ms. Bruhn
   Mr. Carlson
   Ms. Czaplewski
   Mr. Kermendy
   Ms. Knasinski
   Ms. O'Brien
   Ms. Waldoch

   Ald. Akers and Ms. Ryan were excused.

2. Approval of the minutes of the January 21, 2016 meeting (Action): On a motion by Ms. Knasinski, seconded by Ms. Czaplewski, the minutes of the January 21, 2016 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report (Action): Delayed since Ms. Ryan is absent.

5. Approval of the bills presented for payment (Action): Delayed since Ms. Ryan is absent. All bills were reported as paid.

6. President's Report: No report in lieu of the videos presented at the meeting.

7. Committee Reports Requiring Action (Action): Ms. O'Brien believes each committee should take an assessment of current status, looking toward the upcoming strategic plan.
   a. Legislative & Policy Committee Report and Recommendations: no meeting.
   b. Marketing & Community Relations Committee Report and Recommendations: no meeting.
   c. Budget & Finance Committee Report and Recommendations: no meeting.
   d. Human Resources Committee Report and Recommendations: no meeting.
   e. Building Committee Report and Recommendations: no meeting.

8. Old Business:
   a. Viewing of the Public Library Association's video webinar "It's all in the Planning: Getting Started on Strategic and Development Plans." Also viewed

the American Library Association's video "Short Takes for Trustees" and Erica Olsen of onstrategyhq.com's "Overview of the Strategic Planning Process."

b. Report, discussion and decision regarding options for the strategic and long range planning process (Information). Ms. O'Brien posed questions for the board to consider.

How important is strategic planning to us?
Which style of strategic planning is most appropriate (in terms of cost, length, etc.)?
How much time are we personally able to participate in the process?
Do we prefer that the process is conducted by an ad hoc committee that presents to the board, or should the board participate in all workshops and meetings?
Should the planning process be self-directed, or should it be facilitated by planning professionals?
How many months are reasonable?
Should the planning process be combined with a financial development or a technology plan?
Which methods should be used to involve the community?
Which ideas in our early discussions resonated the most with each board member? Ms. O'Brien requested that the board members email her their thoughts and ideas regarding these questions.

9. New Business:

a. Presentation of the Wisconsin 2015 Annual Report, and discussion and decision whether to endorse the report for the President's signature (Action). Ms. O'Brien presented the library's annual report, which is due at the state Department of Public Instruction on Monday February 29, 2016. Highlights included the library's stock of 80,000 books, access to 140,000 electronic books, and 35,000 downloadable audio resources, and 50 databases. There were 277,509 items checked out from the library, of which 115,000 were children's materials. There were 13,017 Greenfield residents registered as library users. The library's budget and operating income were included, as well as operating expenses and capital projects, salaries of library staff (14.87 full time equivalents (FTE's,)) and library program attendance. On a motion by Ms. Knasinski, seconded by Mr. Kermendy, all voted in favor to approve the report, which Ms. O'Brien and Ms. Czaplewski will sign.

b. Discussion and decision whether to endorse a "Statement of System Effectiveness" regarding the Milwaukee County Federated Library System, to accompany the Wisconsin 2015 Annual Report (action). It was determined that, while County staff are very willing to meet requests and assist the library, the board would like to see improvements in the MCFLS board's transparency in serving the library system, including the suburban libraries. Ms. O'Brien and Ms. Czaplewski will draft the statement to include with the report. Ms.

Czaplewski moved to approve the agreement with these stipulations. Mr. Carlson seconded. All voted in favor.

10. Continuing Trustee education: The board viewed the American Library Association's "Short Takes for Trustees: Strategic Planning" and the Wisconsin DPI's Trustee Essentials "Planning for the Library's Future" videos.

11. New items for placement on next agenda (Information): None.

12. Next Meeting (Information): March 17th, 2016 at 6:30 PM.

13. Library Director's Report (Information). No report.

14. Adjournment: On a motion by Mr. Carlson, seconded by Ms. Ball, the meeting adjourned at 8:37 pm.

Minutes respectfully submitted by Mary Knasinski.