GREENFIELD PUBLIC LIBRARY BOARD
Thursday April 21, 2016 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
<u>Minutes</u>

1. The meeting was called to order by Ms. Czaplewski at 6:45. On a roll call, the following were in attendance:
   Ald. Akers
   Ms. Ball
   Ms. Bruhn
   Mr. Carlson
   Ms. Czaplewski
   Mr. Kermendy
   Ms. Knasinski
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

2. Approval of the minutes of the March 17, 2016 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ald. Akers, the minutes of the March 17, 2016 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report (Action): The percentage of the budget spent is on target for this time of year; office supply and eBook expenses are up slightly but the library buys in bulk. New equipment expenses are slightly higher, but still within range overall. Ms. Ryan moved to approve the financial reports for January and February and Ald. Akers seconded. All voted in favor.

5. Approval of the bills presented for payment (Action): Capital expenditures last month included two new self-server kiosks. The operational budget includes some electrical work, but the electric bill is lower than at this time last year. Ms. Ryan moved to approve the bills for payment; Ms. Bruhn seconded. On a roll call vote, Ald. Akers, Ms. Ball, Ms. Bruhn, Mr. Carlson, Ms. Czaplewski, Mr. Kermendy, Ms. Knasinski, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.

6. President's Report: None; deferred because of tonight's "State of the Community" presentation.

7. Committee Reports:
   a. Legislative & Policy Committee Report and Recommendations: no meeting.

b. Marketing & Community Relations Committee Report and Recommendations: the committee met during the month and discussed Jansen Fest and the Farmer's Markets. The date for the holiday bake sale was set for December 10, 2016. This date won't conflict with other city events. Also discussed was a possible pumpkin sale and story time. Ms. O'Brien will again send out dates for volunteers to help staff the library booth at summer events. Ms. Czaplewski will reach out to craft vendors for December 10.
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 (Information):
    f. Report and discussion of the "State of the Community" presentation by Ms. Kim Whitmore, planning professional with Ujima United, LLC, as part of the Strategic Planning Initiative. Ms. Whitmore and the board members introduced themselves and shared their impressions of the City of Greenfield. The objectives of strategic planning were discussed, along with the components of a successful strategic plan. The major focus of the session was to review the results of an environmental scan of the City of Greenfield (demographics, income and business information and health status of residents) and to identify key types of stakeholders in this process, all within the context of the mission of the library. The board also took part in an activity that categorized stakeholders by level of interest in, and influence on, the planning process. Also discussed was the amount and significance of information we don't know or don't have about Greenfield, but would like to have for the planning process.
    g. Report and discussion of the "State of the Library" presentation by Sheila O'Brien, library director, as part of the 2016 Strategic Planning Initiative. Due to the length of the State of the Community presentation, Ms. O'Brien will send the State of the Library presentation to the board via email.
    h. Report, discussion and decision regarding the next steps and scheduling of future events in the 2016 Strategic Planning Initiative. Future strategic planning meetings include a meeting with the library board on June 16, a meeting with community stakeholders on June 25, and a meeting with the library staff on June 26. After this, there will be an Ad Hoc Strategic Planning Committee meeting on June 30 to develop goals and objectives for strategic issues. Following this, the next steps are to finalize and disseminate a written plan, and then implement and continuously update the plan.

9. New Business: No new business.

10. Continuing Trustee education: No information for this meeting.

11. New items for placement on next agenda: None.

12. Next Meeting (Information): May 18, 2016 at 6:30 PM, subsequently amended to June 2, 2016 at 6:30 pm.

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

14. Adjournment: On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 8:50 pm.

Minutes respectfully submitted by Mary Knasinski.