GREENFIELD PUBLIC LIBRARY BOARD
Thursday August 11, 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 6:35. On a roll call, the following were in attendance:
   Ms. Ball
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Gagliano
   Ms. Knasinski
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

   Two members of the community were also present.

2. Approval of the minutes of the July 21, 2016 meeting (Action): On a motion by Ms. Waldoch, seconded by Ms. Ball, the minutes of the July 21, 2016 meeting was approved as presented, with Ms. Czaplewski abstaining.

3. Public comment (Information). None.

4. Special order of business: Election of Library Board officers (Action). Ms. Ryan assumed the office of chair pro-tem and conducted the board election for President. Ms. Czaplewski accepted the nomination for President. All voted in favor. Ms. Czaplewski re-assumed the office of chair and proceeded with the election of the remaining officers. For the office of First Vice President, Ms. Ball, Ms. Bruhn and Ms. Waldoch were nominated. Ms. Ball declined the nomination, and a vote by ballot was conducted in which Ms. Bruhn was elected First Vice President. For the office of Second Vice President, Ms. Ball, Ms. Bruhn, Mr. Gagliano and Ms. Waldoch were nominated. All withdrew their nominations except for Ms. Waldoch, who was elected Second Vice President. For the office of Treasurer, Mr. Gagliano and Ms. Ryan were nominated. A ballot vote was taken and Mr. Gagliano was elected Treasurer. For the office of Secretary, Ms. Knasinski was nominated and accepted the nomination for Secretary.

5. Acceptance of the Financial Report (Action): There were no unexpected bills for July that were not discussed at prior meetings. A donation to install a second wrought iron fence in the children's garden was accounted for under the category "New Equipment" for now, even though it actually came from the Gifts account. Ms. Czaplewski moved to approve the financial report for July and Ms. Ryan seconded. All voted in favor.

6. Approval of the bills presented for payment (Action): There were many summer programs offered by the library, as well as summer lawn and garden maintenance and an air compressor replacement. In addition, a new employee was hired and there was also an expense for a carpet cleaning. Ms. Ryan moved to approve the bills for payment; Ms. Ball seconded. On a roll call vote, Ms. Ball, Ms. Bruhn, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.

7. President's Report: The committee membership rosters for the upcoming year are as follows. Budget and Finance Committee: Mr. Gagliano, Ms. Knasinski, Ms. Ryan. Building Committee: Ms. Knasinski, Ald. Lubotsky, Ms. Ryan. Human Resources Committee: Ms. Ball, Mr. Gagliano, Ms. Waldoch. Marketing & Community Relations Committee: Ms. Ball, Ms. Bruhn, Ms. Czaplewski, Ms. Waldoch. Legislative & Policy Committee: Ms. Bruhn, Ms. Czaplewski, Ald. Lubotsky.

   The committees will meet before the next library board meeting to elect chairpersons.

   The Greenfield Park & Recreation Mini Golf fundraising event will be held on Saturday August 13.

8. Committee Reports:
   a. Legislative & Policy Committee Report and Recommendations: The committee met and recommended a plan to join the Milwaukee Public Library System in its use of a specialized collection agency to retrieve overdue materials and fines of $25 value and above. The company, Unique Management Services, has 1700 clients worldwide. This would start on January 1, 2017, and at least 75-80% of MCFLS libraries are expected to join. Ms. Czaplewski moved to endorse the committee's opinion; Ald. Lubotsky seconded. All voted in favor.
   b. Marketing & Community Relations Committee Report and Recommendations: The committee met and discussed increasing the hours the library is open and the book budget, funding the web page redesign and a 24/7 kiosk. The committee voted to increase hours of operation by opening Monday through Saturday at 9 am (from 10 am,) and staying open on Saturday until 4 pm (from 3 pm.) This will increase the hours of part time staff only. It was decided not to stay open until 9 pm on weekdays or 5 pm Saturday, or to be open on Sundays in summer. The committee voted in favor of a $20,000 increase in the book budget in 2017 (a 25% increase,) and for an additional $12,000 toward developing a new web page and e-newsletter. Ms. Czaplewski moved to endorse these recommendations; Ms. Waldoch seconded. All voted in favor.
   c. Budget & Finance Committee Report and Recommendations: the committee met and talked at length about possible changes in the minimum wage; however, there was no recommendation at this time for the library to include an increase in its 2017 budget. Also discussed were the state of the

local and national economies and an overall increase in the tax levy percentages for the library. 9% was the highest levy the committee was comfortable with. Inflation is now at a low rate (1.4%.) The board endorsed the 9% ceiling on the tax levy, and endorsed the committee's salary decisions. Ms. Ryan moved to approve the committee's recommendations; Ms. Czaplewski seconded. All voted in favor.

d. Human Resources Committee Report and Recommendations: The committee met and discussed the city-wide salary increase of 2% per year, negotiated with collective bargaining units. Historically, the library and non-represented units have been included in the increases. The committee endorses it. The city recommends assuming a 10% increase in health insurance premiums for full time employees. This will also impact Social Security and the Wisconsin Retirement System (which is also going from a 6.6% to 6.8% contribution.) Ms. Ball moved to adopt the committee's recommendations; Ms. Ryan seconded. All voted in favor.

e. Building Committee Report and Recommendations: The committee met and recommended projects for funding in 2017 and beyond, including an HVAC upgrade and the replacement of the video surveillance system in 2017, as well as the replacement of the Automated Materials Handler sorter and the installation of a 24/7 Remote Automated Library Kiosk in 2018. Ms. Czaplewski moved to endorse these recommendations; Ms. Bruhn seconded. All voted in favor.

9. New Business (Information):

f. Discussion and decision regarding adoption of a 2017 capital budget request to present to the City of Greenfield (Action). Ms. Knasinski moved to adopt the capital budget request; Mr. Gagliano seconded. On a roll call vote, Ms. Ball, Ms. Bruhn, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.

g. Discussion and decision regarding adoption of a 2017 operating budget request to present to the City of Greenfield (Action). The library recommends a tax levy increase to $1,165,555 (an 8.6% increase over 2016.) 3.2% of the increase is mandated by wage and benefit increases. Expenditures assume no minimum wage increase in 2017, but wages will increase 2% citywide in addition to the health insurance premium and retirement system increases. Ms. Ryan moved to adopt the operating budget request; Ms. Bruhn seconded. On a roll call vote, Ms. Ball, Ms. Bruhn, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.

10. Old Business:

h. Report, discussion and decision on recommending a candidate to the Mayor and Common Council to fill a vacancy on the Library Board (Action). There was no answer yet from the Whitnall School Superintendent to a request to consider an appointment from that district to the library board.

11. Continuing Trustee education: None for this meeting.

12. New items for placement on next agenda: Ms. Ryan would like to discuss creating the role of library volunteer coordinator; she also expressed interest in assuming that responsibility.

13. Next Meeting (Information): September 15th, 2016 at 6:30 pm, preceded by committee meetings.

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

15. Adjournment: On a motion by Ms. Czaplewski, seconded by Ms. Ball, the meeting adjourned at 8:03 pm.

Minutes respectfully submitted by Mary Knasinski.