

GREENFIELD PUBLIC LIBRARY BOARD
Thursday September 15, 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 6:32. On a roll call, the following were in attendance:
Ms. Bruhn
Ms. Czaplewski
Mr. Gagliano
Ms. Knasinski
Ms. O'Brien
Ms. Ryan
Ms. Waldoch

Ms. Ball and Ald. Lubotsky were excused.

2. Approval of the minutes of the August 11, 2016 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the August 11, 2016 meeting were approved as presented.
3. Public comment (Information). None.
4. President's Report (Information): All library board committees met and elected Chairs this evening. Ms. Czaplewski thanked the library director for opening the library on a Sunday for the filming of adoption recruitment videos for the Coalition for Children, Youth and Families.
5. Acceptance of the Financial Report (Action): August was an average month in terms of library expenses and fees. Ms. Ryan moved to approve the financial report for August and Ms. Czaplewski seconded. All voted in favor.
6. Approval of the bills presented for payment (Action): All items being billed were for standard monthly expenses; books and energy fees made up the largest categories. Ms. Czaplewski moved to approve the bills for payment; Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Ms. Ryan, and Ms. Waldoch voted in favor; none voted against nor abstained.
7. Committee Reports:
 - a. Legislative & Policy Committee Report and Recommendations: The committee met this evening and elected Ms. Bruhn as Chair.

- b. Marketing & Community Relations Committee Report and Recommendations: The committee met this evening and elected Ms. Ball as Chair. The committee plans to meet again in October to discuss the upcoming bake and craft sale.
- c. Budget & Finance Committee Report and Recommendations: the committee met and elected Mr. Gagliano as Chair.
- d. Human Resources Committee Report and Recommendations: The committee met and elected Ms. Waldoch as Chair.
- e. Building Committee Report and Recommendations: The committee met and elected Ms. Ryan as Chair.

8. Old Business:

- f. Report, discussion and decision on recommending a candidate to the Mayor and Common Council to fill a vacancy on the Library Board (Action). The new superintendent of the Whitnall School District has been contacted about appointing a representative from her district. Ms. O'Brien recommends delaying this decision until next year in July. Ms. Ryan moved to recommend a previous candidate to the board, Mr. Rick L'Amie. Ms. Waldoch seconded. All voted in favor.
- g. Report, discussion and decision regarding the creation of a legacy giving brochure (Action). This project has been in development for five years, and the most recent version was created in early 2015. It promotes the idea of giving both now and later. There had also been the consideration of creating a planned giving brochure and a separate bookmark for current gifts. A graphic design professional will be recruited to design these materials, both in single and multiple formats as well as in electronic form. Ms. Ryan moved to approve the text of the brochure and the recruiting of a designer. Ms. Bruhn seconded. All voted in favor.
- h. Report, discussion and decision regarding the formation of an art enhancement committee (Action). The board discussed the idea of a committee pursuing fundraising initiatives through Kickstarter and other means to procure art for the library, especially a major piece of artwork for the lobby. Ms. Bruhn, Ms. Czaplewski, and Ms. Ryan volunteered to serve on the ad-hoc art enhancement committee.

9. New Business:

- i. Report and discussion of the Wisconsin Public Library System Redesign Project (PLSR) (Information). This project will last 3 to 5 years, and is a community process directed by the Department of Public Instruction, through a steering committee, to consider changes and new models to provide system services to public libraries. Workgroups have been formed and will focus on such issues as library system state law, continuing education, interlibrary loans, electronic resources, resource libraries, and technology. Feedback and participation from

the public and from trustees can be offered on the project website **www.plsr.info**, via email, and by subscribing to the blog. The impetus for this project was a desire by the state to improve efficiencies and fixed cost savings, by streamlining the state's library systems. The process needs to be collaborative in order to involve all the state's library boards and systems.

- j. Report and discussion of the Milwaukee County Federated Library System (MCFLS) proposed LSTA funding grant requests (Information). Every year, MCFLS prepares technology projects for this federal funding. Two requests have been offered and approved by the system – a redesign of the MCFLS web presence CountyCat (\$15,000) and adoption of a TALKING TECH i-tiva messaging system, an automated interactive product that would improve renewal services and offer additional notifications. \$3,800 is the one-time cost for hardware, \$5,000 for licensing, and \$13,000 for the i-tiva software.
 - k. Report and discussion of the Wisconsin Library Association Legislative Relation Building Guide for the 2016 fall election (Information). All 99 Wisconsin Assembly seats and the even-numbered Senate district seats are up for re-election this fall, and the association wants library trustees to stay informed about the issues, and to learn the correct legislators to contact within their jurisdictions. The Wisconsin Library Association's annual conference will take place in Milwaukee at the end of October.
- 10. Library Director's Report (Information): None for this meeting.
 - 11. New items for placement on next agenda: None.
 - 12. Next Meeting (Information): October 20th, 2016 at 6:30 pm.
 - 13. Adjournment: On a motion by Ms. Ryan, seconded by Ms. Czaplewski, the meeting adjourned at 7:26 pm.

Minutes respectfully submitted by Mary Knasinski.