

GREENFIELD PUBLIC LIBRARY BOARD
Thursday October 20, 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 6:31. On a roll call, the following were in attendance:
Ms. Ball
Ms. Bruhn
Ms. Czaplewski
Mr. Gagliano
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. O'Brien
Ms. Waldoch

Ms. Ryan was excused.
2. Approval of the minutes of the September 15, 2016 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Waldoch, the minutes of the September 15, 2016 meeting were approved as presented.
3. Public comment (Information). None.
4. President's Report (Information): The City of Greenfield was presented with a \$1,000 Investment in Infrastructure Award from engineering firm Ruekert & Mielke. The City designated the library as the recipient, and the funds will the youth STEM program.
5. Acceptance of the Financial Report (Action): There is a little discrepancy in the recordkeeping for the invoices because some of them, notably Baker & Taylor book invoices, are paid with a Purchasing card immediately upon receipt of the invoice. There is a delay of a week or two before these invoices are entered into the City accounting system. Mr. Gagliano moved to approve the financial report for September and Ms. Ball seconded. All voted in favor.
6. Approval of the bills presented for payment (Action): Money is being spent on books every month, and the WE Energies bill was almost \$4,000. Bedbug inspections are being conducted monthly until the end of the year, and then may go to quarterly. Ms. Czaplewski moved to approve the bills for payment; Ms. Bruhn seconded. On a roll call vote, Ms. Ball, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.

7. Committee Reports:

- a. Legislative & Policy Committee Report and Recommendations: No report.
- b. Marketing & Community Relations Committee Report and Recommendations: The committee met to discuss the December cookie and craft sale. 21 vendors and crafters will participate, and their tables will be located together in a central area this year. The board will assemble the cookie sale boxes on Thursday December 8, and volunteers are also needed on the day of the sale, Saturday December 10. The sale will run from 10 am to 2 pm and volunteers are needed for setup as well as raffle ticket and cookie sales. There will also be performances by the Greenfield Chamber Quintet and the high school drama club. Ms. Czaplewski will reach out to community businesses for publicity and donations.
- c. Budget & Finance Committee Report and Recommendations: No report.
- d. Human Resources Committee Report and Recommendations: No report.
- e. Building Committee Report and Recommendations: No report.
- f. The Greenfield Beautification committee visited the board meeting and announced upcoming events taking place at the library, including a tree/plant pruning seminar. However, the main purpose of their visit was to present the library with a donation check for \$700, collected through ticket sales for the summer garden tour.

8. Old Business:

- f. Report, discussion and decision regarding the creation of a legacy giving brochure (Action). Ms. O'Brien distributed a copy of the new version of the brochure, to which she will give final corrections before it is sent to be printed.
- g. Report, discussion and decision regarding the 2017 operating and capital budgets (Action). Greenfield was among the municipalities that haven't properly been filling out state forms dealing with the assessed value of property and the ceiling on raising the tax levy. This impacts state aid and the library's 2017 budget report, which had asked for a \$90,000 increase in the tax levy to cover cost of living increases and increased operating hours. The mayor has informed the library that this increase will be lowered to \$45,000 in the budget he presents, and several capital projects have also been cut. The \$26,000 request for HVAC work and the video surveillance system remain in the budget, however.

Ms. O'Brien will present several options for absorbing this decrease in the budget at the next meeting. The public hearing on the budget will be on November 15 at 7 pm at the Greenfield City Hall.

9. New Business:

- h. Report, discussion and decision regarding the 2017 Library calendar of open dates, closed dates, and paid holidays (Action). The calendar includes paid holidays, unpaid closed Sundays in summer, and library board meeting dates. There are 10 paid holidays, 15 closed unpaid Sundays, and several 3-day closed weekends. Paid holidays are for both full and part time employees. There was also discussion about including special exhibits or activities for days such as Martin Luther King Day and Veterans Day, when the library is open. Ms. Czaplewski moved to approve the calendar with the addition of special programming. Mr. Gagliano seconded. All voted in favor.
 - i. Report, discussion and decision regarding a “food donation for fines” amnesty program in November and December, leading up to the launch of the new collection agency program for long overdue fines and fees (Action). This two-month program would be a good way of giving patrons the opportunity to reduce their fines before the collection program is inaugurated in January. Each donation would remove one dollar from the amount of the fine. Ms. Czaplewski moved to approve this program, and Ms. Bruhn seconded. All voted in favor.
- 10. Library Director’s Report (Information): Ms. O’Brien distributed a copy of the board contact sheet and asked for revisions to the contact information, and for any restrictions on making any of the information public. She also discussed the third quarter financial report, ending on September 30. Almost 100% of budgeted revenues have been received and 70% of expenditures have been paid out. She is confident that the library budget will end the year with a surplus. She will send the full report to the board via email.
- 11. New items for placement on next agenda: None.
- 12. Next Meeting (Information): Scheduled for November 17th, 2016 at 6:30 pm, but will be postponed to Thursday December 8th at 6:00 pm, after which the boxes will be assembled for the cookie sale. The meeting on December 8th will also take the place of the regular December meeting.
- 13. Adjournment: On a motion by Ms. Czaplewski, seconded by Ms. Knasinski, the meeting adjourned at 7:21 pm.

Minutes respectfully submitted by Mary Knasinski.