

GREENFIELD PUBLIC LIBRARY BOARD
Thursday January 19, 2017 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Minutes

1. The meeting was called to order by Ms. Bruhn at 6:31. On a roll call, the following were in attendance:
Ms. Ball
Ms. Bruhn
Ms. Knasinski
Mr. L'Amie
Ald. Lubotsky
Ms. O'Brien
Ms. Ryan
Ms. Waldoch

Ms. Czaplewski and Mr. Gagliano were excused.

2. Approval of the minutes of the December 8, 2016 meeting (Action): On a motion by Ms. Waldoch, seconded by Ms. Bruhn, the minutes of the December 8, 2016 meeting were approved as presented.
3. Public comment (Information). Ben Rucka, Greenfield mayoral candidate on the April ballot, introduced himself to the board.
4. President's Report (Information): No President's report this month.
5. Acceptance of the Financial Report (Action): Mr. Gagliano had reviewed the financial reports and invoices in detail. Ms. O'Brien stated that not all of the 2016 expenses have been entered into the city financial software yet. These reports will be ready by the next meeting, when the city audit begins. Ms. Knasinski moved to approve the financial report for December and Ms. Ball seconded. All voted in favor.
6. Approval of the bills presented for payment (Action): Ms. Gagliano had reviewed the invoices and accounts payable statements. Unexpected expenses included batteries for the sprinkler system as well as locksmith work to replace equipment. No other expenses were out of the ordinary. Ms. Ryan moved to approve the bills for payment for December; Mr. L'Amie seconded. On a roll call vote, Ms. Ball, Ms. Bruhn, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan, 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: No report.
- 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.

8. Old Business:

- f. No old business this month.

9. New Business:

- a. Preliminary report on 2016 budget performance, 2016 revenues, and the Library Gift Account balance (Information). Revenues have exceeded expenses by \$9698, but this was primarily because of unbudgeted donations and fundraising of \$10,783, to the Library gift account. The library overspent \$2000 in the Pension category, \$6500 in MCFLS automation costs, \$8600 in supplies (mostly for RFID tags,) and overspent on background checks for new hires, for equipment repairs, and on janitorial equipment. These overages were offset by positive budget lines, including those for salaries, overtime, health insurance, and equipment maintenance. The library ended the fiscal year with a \$45,000 fund balance.

10. Continuing Trustee Education. No continuing education this month.

11. Library Director's Report (Information).

- a. Preliminary report on 2016 programming and circulation statistical measures. Highlights: In 2016, 293 youth programs were offered, with an attendance of 7776 people, an increase of 1002 people from 2015 and almost 4000 from 2008. The board then looked at library operating expenses and accounts payable from 2010 to 2016. These grew from \$185,691 to \$269, 970. (These totals do not include salaries.)

Library revenues grew from \$32,878 to \$43,852. Library fine collections have remained stable, since they follow the checkout of materials. Copier/printer revenues have risen from \$5775 in 2010 to \$9205 in 2016. DVD rentals are up from 2015 but have fallen from 2014 (a large donation led to big DVD purchases that year.) Room rental revenues have grown from \$3100 to \$5986, increasing every year from 2010 to 2016.

12. New items for placement on next agenda: "We Want You Back at the Library" is the name of the program that started on January 3rd to encourage nonperishable food donations in exchange for library fines. 23 patrons so far have taken advantage of this opportunity, with 143 fines waived (\$250 worth.)

The pamphlet encouraging donations to the library has been produced and is available in the library lobby.

The Marketing Committee will meet on February 16 and will present a report at the next board meeting.

The Ad Hoc Art Committee will meet on Thursday February 2 at 6:30 pm.

The Building Committee will meet on February 23 at 6:30 pm.

13. Next Meeting (Information): 6:30 pm on Thursday, February 16, 2017.

14. Adjournment: On a motion by Ms. Ryan, seconded by Ald. Lubotsky, the meeting adjourned at 7:12 pm.

Minutes respectfully submitted by Mary Knasinski.