

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday February 16, 2017 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:30. 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 January 19, 2017 meeting (Action): On a motion by Ms. Bruhn, seconded by Ms. Waldoch, the minutes of the January 19, 2017 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Report (Action): Expenditures equaled 100% of revenues for the year in December 2016. In January 2017, expenditures totaled 550% of net revenues, since tax levies have not been transferred over yet. Ms. Czaplewski moved to approve the financial reports for December and January and Ms. Ball seconded. All voted in favor.
5. Approval of the bills presented for payment (Action): There was a \$1,700 refund from EBSCO in December, and in addition funds were used to purchase books and to paint the community room. In January, bills from WE Energies totaled almost \$4,000. There was also a capital expense: a new timeclock and related software. 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.
6. President's Report (Information). Ms. Czaplewski presented the article "7 Ways to Support Your Local Library Right Now" by Susie Rodarme at Bookriot.com. The article talked about the purpose of libraries (access to resources, increases in literacy, etc.) and ways to support the library: use it and be sure to leave a paper trail of records, volunteer, donate, shop at the library, vote in support, stay up to date with library issues, and support the American Library Association.

7. Committee Reports:

- a. Legislative & Policy Committee Report and Recommendations: No report. Will meet in April.
- b. Marketing & Community Relations Committee Report and Recommendations: The committee met just prior to the board meeting, focusing on the results of the holiday cookie sale and future plans for it. \$1,800 was raised, but the committee questioned whether or not this amount was worth the energy expended; possibilities include changing to a bigger bake sale or holding a summer event in the garden. The committee will meet again in April.
- c. Budget & Finance Committee Report and Recommendations: No report. Will meet in June.
- d. Human Resources Committee Report and Recommendations: No report. Will meet at 6 pm on March 23.
- e. Building Committee Report and Recommendations: No report. Will meet at 6:30 pm on February 23.
- f. Ad Hoc Art Enhancement Committee. The committee met on February 2 and discussed different art media to purchase, looking at several different library locations. It was decided that an appropriate place for a new artwork, possibly a mobile, was in the atrium. Different platforms for funding were discussed, and it was also determined that the committee would support local artists. An additional plan is to increase the number of art shows hosted at the library. It's also possible to charge the artists a commission for any art that is sold through a library show. The committee also discussed hiring a consultant to advise the library on the selection of public art. The committee will meet again at 6 pm on March 7.

8. Old Business: None

9. New Business:

- g. Presentation of the Wisconsin 2016 State Annual Report, and discussion and decision whether to endorse the report for the President's signature (Action). Ms. O'Brien shared information from the report, including the fact that the library has 82,000 books in its collection, having added 6,200 print titles in 2016, with access to over 150,000 eBooks through Overdrive. The collection also includes over 10,000 audio materials, with over 400 added in 2016 and with access to over 38,000 downloadable audio items.

The total 2016 circulation was 260,000, of which 112,000 were children's materials. There are 13,500 library card holders in Greenfield. There were 255 children's programs presented in 2016, 42 programs for young adults, and 158 for adults, with over 1,500 adults participating.

Revenues and expenses were also reported, as well as capital projects. The library reached full staffing in 2016 with 16.25 FTE's. It can answer "yes" to all compliance measures for MCFLS. The report is sent to the federal government

through the state of Wisconsin. Ms. Knasinski moved to endorse the 2016 Annual Report. Ms. Ball seconded. All voted in favor.

- h. Discussion and decision whether to endorse a “Statement of System Effectiveness” to accompany the Wisconsin 2016 Annual Report (Action). The board’s 2015 statement was reviewed and it was decided, with the exception of the section thanking the MCFLS director and president for their visit to the board in 2015, to adopt the same statement for 2016. In addition, the MCFLS board will be invited to hold one of their 2017 meetings at the Greenfield Library. The MCFLS board does provide effective leadership to the system despite the challenges facing it. Ms. Czaplewski moved to adopt the statement of effectiveness as amended, and Mr. Gagliano seconded. All voted in favor.
  - i. Continuing Trustee Education (Information): Combined with the President’s Report.
- 10. New items for placement on next agenda (Information): Dr. James Vopat will be visiting the library on Thursday March 9 and March 30 to discuss his book **Writing Circles**.
  - 11. Next Meeting (Information): March 16, 2017, 6:30 pm.
  - 12. Library Director’s Report (Information). Combined with the discussion of the Wisconsin 2016 State Annual Report.
  - 13. Ms. Czaplewski moved that the board go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the Library Director’s 2016 performance, accomplishment of 2016 goals, establishment of 2017 goals, and discussion of her 2017-2020 employment contract. 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.
  - 14. Ms. Knasinski moved that the board adjourn the closed session and reconvene into open session; Ms. Bruhn seconded. All voted in favor.
  - 15. Report out of closed section of actions taken (Action). The board voted to grant the Library Director a 2% raise, in line with Greenfield city managers, for the period March 2017-March 2018. It also recognized her achievements of the past year and agreed that her performance is excellent.
  - 16. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ball, the meeting adjourned at 8:27 pm.

Minutes respectfully submitted by Mary Knasinski.