

GREENFIELD PUBLIC LIBRARY BOARD
Thursday March 16, 2017 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. Czaplewski
Mr. Gagliano
Ms. Knasinski
Mr. L'Amie
Ms. O'Brien

Ms. Bruhn, Ald. Lubotsky, and Ms. Waldoch were excused.

2. Approval of the minutes of the February 16, 2017 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ball, the minutes of the February 16, 2017 meeting were approved as presented with one typo correction.
3. Public comment (Information). None.
4. Acceptance of the Financial Report (Action): There were two reports this month, one for the period ending in 2016 and one for the period ending 2/28/17. There is always a discrepancy between levies and donated funds, since often money from the gift account is added later to revenues. Other revenues were also credited to 2016 but not added to the revenue line until later in the fiscal year. In addition, many expenses aren't entered until the end of the year, including supplies such as light bulbs, and won't show up in current accounts payable. Ms. Czaplewski moved to approve the financial reports and Ms. Ryan seconded. All voted in favor.
5. Approval of the bills presented for payment (Action): There was one sizable charge for floor cleaning, as well as new tables for the community room and one roll of RFID tags. Ms. Czaplewski moved to approve the bills for payment; Ms. Ryan seconded. On a roll call vote, Ms. Ball, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski and Mr. L'Amie voted in favor; none voted against nor abstained.
6. President's Report (Information). Ms. Czaplewski mentioned the proposed cuts to museums and libraries at the federal level in the 2018 budget. She talked about the need to stay politically active and to support the library, and cited a report online by David Skorton, Director of the Smithsonian, titled "Trusted Sources: Why Museums and Libraries are More Relevant than Ever," March 2, 2017.
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; possible options 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: Met on February 23. Took a walking tour of the library to assess the physical condition of the building and its fixtures. Based on their findings, the DPW has already cleaned all the light fixtures and will clean some restroom stalls and address paint repairs. The committee looked at the south stairwell repairs by the DPW and some water seepage into the basement; leftover funds from the stairwell repairs can be applied to work on solving the drainage problems leading to the seepage. The project will cost about \$8,000, but \$10,000 is left over from the stairwell project. The DPW recommended that a specialist firm do this work. Ms. Ryan moved to approve the basement specialty firm project, not to exceed \$10,000. Ms. Czaplewski seconded. On a roll call vote, Ms. Ball, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, and Mr. L'Amie voted in favor; none voted against nor abstained.

The committee also discussed beginning the transition to more cost effective and energy efficient LED lighting throughout the building. There are Focus on Energy rebates available, and the DPW could install the bulbs. The committee moved to proceed with this project, although the library is unsure if these new bulbs will be installed all at once or be phased in. The bulbs currently cost \$2 if purchased from Focus on Energy, the same as the current florescent bulbs. The committee recommended this change to the board, which will wait for the final report of the director.

The library received a quote of \$21,471 to address chronic HVAC problems. Once additional quotes are received, it hopes to proceed with the assessment, on the committee's recommendation. Ms. Ryan moved to continue seeking estimates, Ms. Czaplewski seconded. All voted in favor.

- f. Ad Hoc Art Enhancement Committee. The committee met and Ms. O'Brien is asking for quotes from artists who have worked as consultants, to advise the committee. It is also gathering proposals from artists for mobiles and a library-wide paint color scheme. The committee moved to approve a 10% commission (donation) when an artist sells a piece of work in the library and recommended that the full board approve it. Ms. Knasinski moved that a 10% commission go to an art-related

activity. Ms. Ryan seconded. All voted in favor. The policy is effective immediately for any new bookings. There may also be a work of public art installed at the new construction at 84 South, with the Beautification Committee approached by the mayor to handle fundraising for it. The Ad Hoc library committee would delay its own fundraising if this is the case, to avoid competing with them. The committee again expressed its interest in adding more community members and in finding more artists to exhibit their work in the library.

8. Old Business: None

9. New Business:

- g. 2016 year-end budget performance analysis (Information). The library was quite successful in keeping on budget in 2016; library revenues ended the year at 95% of what was estimated. Fines due the library from 2016 were entered in 2017 from County Cat, so the discrepancy was even smaller than it appeared. Donations, too, were actually double the \$12,000 reported, since they're only reported when they're spent. Salaries and wages came to within \$350 of budgeted revenues for them. Overall, there was a \$29,092 overage (net of revenues and expenditures) for 2016.
- h. Historical performance measures statistical review (Information). Books owned in 2016 were 81,919, as compared to 78,528 in 2011. Books are also weeded from the collection periodically, which is why the number doesn't keep growing (the high was 81,921 in 2013.) There were 6,583 books added in 2016, with 4,954 in 2011 by comparison, and 7,200 in 2013. Expenditures on print materials were \$84,044 in 2016, a significant increase since 2013. Physical books owned equal a little over 50% of the total number of eBooks owned or leased.

Items circulated are decreasing slightly over the last five years, from a peak in 2011; they are now at about 270,000; circulation of children's materials is very stable, as is circulation to Greenfield residents. eBooks owned/leased and available to patrons via Overdrive have grown dramatically, from 27,000 in 2011 to 150,000 in 2016. Audio items owned (10,000) vs. downloadable (38,000) show an opposite pattern to video items, where number owned is much greater than number downloadable.

The number of library card holders is stable; there was a drop from 18,000 to 13,000 in 2015 when cards that had not been used in the past five years were purged from the system. Computer sessions have dropped but stabilized, while Wi-Fi sessions have increased.

For employment, the library's total FTE (full time equivalent) positions have shown steady growth, up to 16.25 in 2016, from 11 in 2011 and 14.87 in 2015. The number of youth programs offered has grown to 297 in 2016, up from 141 in 2008. Youth program attendance has also doubled, to almost 8,000.

Municipal operation revenue as a percentage of total city expenditures was 4.2% in 2016, or \$1,075,000, up from \$680,000 in 2008. The board will look at comparisons with like-sized communities at the next meeting.

10. New items for placement on next agenda (Information): None.
11. Next Meeting (Information): April 20, 2017, 6:30 pm.
12. Library Director's Report (Information). The April 4 election in Greenfield will be for mayor and alderpersons, along with the statewide election for Superintendent of Public Instruction, a countywide referendum about the wheel tax, and other offices.
13. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:43 pm.

Minutes respectfully submitted by Mary Knasinski.