GREENFIELD PUBLIC LIBRARY BOARD
Thursday July 20, 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 6:33. On a roll call, the following were in attendance:
   Ms. Anderson
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

2. Welcome to new board member Robin Anderson, School District of Greenfield designee.

3. Approval of the minutes of the June 15, 2017 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the June 15, 2017 meeting were approved as presented with one correction: Ms. Ryan will be added to the attendance roster for the June meeting after being omitted in error.

4. Public comment (Information). None.

5. Special order of business: Election of Library Board officers (action). Ms. Bruhn took over as chair of the meeting since Ms. Czaplewski was nominated for President for 2017-18 and had accepted the nomination. Since there were no other nominations, Ms. Czaplewski was automatically elected and resumed the chair for the remaining elections. Ms. Bruhn was nominated for First Vice President, accepted the nomination, and was elected. Ms. Waldoch was nominated for Second Vice President, accepted the nomination, and was elected. Mr. Gagliano was nominated for Treasurer, accepted the nomination, and was elected. Ms., Knasinski was nominated for Secretary, accepted the nomination, and was elected.

6. Acceptance of the Financial Report for May and June 2017 (Action): Total expenditures in May were 34% of budgeted revenue, and in June they were 49%, almost on target. Mr. Gagliano moved to approve the financial reports and Ms. Ryan seconded. All voted in favor.

7. Approval of the bills presented for payment (Action): Capital expenses included a charge from Bibliotheca for annual support and maintenance; this overlaps with the

previous 3M charges. There were also additional HVAC commissioning expenses from PieperPower and purchases from Milwaukee PC. Accounts payable included more charges for the new server, an annual licensing fee for eBooks, and a WE Energies bill of $4,000. Mr. Gagliano moved to approve the bills for payment; Ms. Ryan seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained. Ms. Czaplewski moved to approve the capital budget expenses; Ms. Ryan seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained.

8. President's Report (Information).
   A. President's appointment of committee membership (Action). The following committees have been appointed for 2017-18: Marketing and Community Relations - Robin Anderson, Robin Bruhn, Jenna Czaplewski, Sue Waldoch; Legislative and Policy - Robin Anderson, Robin Bruhn, Rick L'Amie, Linda Lubotsky; Building - Mary Knasinski, Rick L'Amie, Linda Lubotsky, Teri Ryan; Human Resources - Jenna Czaplewski, Tod Gagliano, Sue Waldoch; Budget and Finance - Tod Gagliano, Mary Knasinski, Teri Ryan.
   B. Continuing Education: Discussion of Pew Research Center's June 21, 2017 article "Millennials are the most likely generation of Americans to use public libraries," by Abigail Geiger.

9. Library Director's Report:
   A. Review of 2016 Strategic Plan's Values, Vision, Mission and Strategic Issues (Information).
   B. Report, discussion and decision regarding adoption of proposed "Implementation of Strategic Plan 2017-2020" (Action). The library identified six strategic issues, with Action Initiatives proposed for each one that included target population, timeline, measure of success, and costs. The strategic issues were: to better serve our increasingly diverse and ever-changing community, to increase broad awareness and use of library resources, to attract, engage and retain diverse, highly skilled staff, to embrace and engage with technological innovation and change, to strengthen and expand community partnerships and collaborations, and to maintain sound business and governance practices.
   C. Review of the 2016 year-end report and the June 2017 year-to-date budget performance report (information). There have been some categories which are over-expended for the year to date under equipment maintenance and new equipment. Other than that, the library is staying within its benchmarks. Property taxes have not been disbursed to the library yet, however. Unexpected server costs and higher health insurance costs will lead to a projected spending down of the fund balance at the end of 2017 of $38,000.

10. Committee Reports:

a. Legislative & Policy Committee Report and Recommendations: No report.
b. Marketing & Community Relations Committee Report and Recommendations regarding the 2018 Budget (Action). The committee recommended the following initiatives: With a $6,100 combined price tag, outreach and educational seminars to community population groups, training for library staff, an increased social media presence, and distribution of books and reference services throughout the community.
c. Budget & Finance Committee Report and Recommendations regarding the 2018 Budget (Action). The committee met on June 29 and recommended requesting funding for the following initiatives: Acceptance of credit cards at the circulation desk (capital budget item), an automated cash register system integrated into the book catalog (capital budget), new remote digital resources ($5,000 contingency fund created), and a digital newsletter (operating budget).
d. Human Resources Committee Report and Recommendations regarding the 2018 Budget (Action). The committee recommended requesting funding for the following initiatives: a cost of living increase for staff and financial incentives for retention.
e. Building Committee Report and Recommendations: No report.

Ms. Ryan moved to recommend the adoption of the library's implementation plan; Ms. Czaplewski seconded.

11. New Business:

g. Discussion and decision regarding adoption of a 2018 capital budget request to present to the City of Greenfield (action). Proposed capital budget recommendations for 2018, in order of priority, include HVAC equipment repair, chair and door replacements, new credit card and cash register payment systems, computer station furniture and carrels, new restroom equipment, carpeting, and the replacement of the automated materials handler (AMH.) Other lower priority requests for future years include roof maintenance, interior painting, new furniture and alarms, and a 24/7 remote automated library kiosk at 84South.

Ms. Knasinski proposed seeking funding for the high priority requests and also the computer carrels and restroom hand dryers. Mr. Gagliano added staff computer replacement to the list. Ms. Czaplewski seconded. Total requests would equal $87,000. The funding request for the AMH sorter would be moved to 2019. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained. Ms. Czaplewski made a motion to amend the capital budget request to also include the Savera task chairs budgeted at $6,976 for the carrels. Ms. Ryan seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan and Ms. Waldoch voted in favor; Ms. Knasinski abstained; none voted against.

h. Discussion and decision regarding adoption of a 2018 operating budget request to present to the City of Greenfield (Action). This request assumes no increase in the minimum wage in 2018, but does include a 2.5% CPI increase and the Director's recommendation for a 9 am library opening from Monday through Saturday. The request is for $699,500 for wages (a 4.76% increase from the previous year.) The City is recommending using a 10% health insurance premium allowance, or $151,747 in total cost. Another significant increase is for printing and programs, to $20,100, as well as the addition of an e-newsletter and a $5,000 contingency fund for digital resources. The book budget would increase by $1,000, on the recommendation of the Marketing committee.

   There would be a 7.87% increase ($88,177) in the library's requested tax levy from 2017, with wage and benefit increases accounting for 62% of this. Ms. Czaplewski moved to adopt the operating budget request; Ms. Bruhn seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained.

12. Old Business (Action). The board discussed possible fundraising and publicity efforts at community events, as well as the summer library programs and the Hoopla eBook trial usage.

13. Continuing Trustee Education (Information): None.

14. New items for placement on next agenda (Information): None.

15. Next Meeting (Information): August 17, 2017 at 6:30 pm.

16. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 8:26 pm.

Minutes respectfully submitted by Mary Knasinski.