GREENFIELD PUBLIC LIBRARY BOARD
Thursday September 21, 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. Anderson
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

2. Approval of the minutes of the July 20, 2017 meeting (Action): On a motion by Ms. Ryan, seconded by Mr. L'Amie, the minutes of the July 20, 2017 meeting were approved as presented. There was no meeting in August 2017.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for July and August 2017 (Action): Total expenditures as of August 31, 2017 stood at 66% of budgeted revenue, a little less than was expected for that period. General property taxes were credited to the library after a customary delay. Ms. Czaplewski moved to approve the financial reports and Ms. Ryan seconded. All voted in favor.

5. Approval of the July and August bills presented for payment (Action): There were capital expenditures in July and August, including new computers in July, as well as security system cameras and wall repair. In August, additional HVAC expenses were incurred. Ms. Czaplewski 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.

6. President's Report (Information). No report this month.

7. Committee Reports (Action):
   a. Legislative & Policy Committee Report and Recommendations: Met tonight and elected Ald. Lubotsky chair.

b. Marketing & Community Relations Committee Report and Recommendations: Met tonight and elected Ms. Anderson chair.
c. Budget & Finance Committee Report and Recommendations: Met tonight and elected Mr. Gagliano chair.
d. Human Resources Committee Report and Recommendations: Met tonight and elected Ms. Waldoch chair.
e. Building Committee Report and Recommendations: Met tonight and elected Mr. L'Amie chair.

8. Old Business:
   a. Report, discussion and decision regarding the Board-approved 2018 budget requests (Action). The Mayor's office requested several revisions to the requests. The tax levy increase was cut from 7.87% down to 3.3%. The budget assumes no increase in the minimum wage as well as a 2% cost of living increase. It does not include expanded library hours, new marketing initiatives, an e-newsletter, hand dryers for the restrooms, or mesh stacking chairs. The Library Board request for four new computer stations and desks, HVAC equipment, credit card acceptance and cash register software (capital requests) have been included in the Mayor's executive budget.

9. New Business.
   a. Report, discussion and decision regarding the Marketing & Community Relations Committee 2017 annual holiday cookie and bake sale and other potential fundraising initiatives (Action). While 2017 would be the tenth year of the bake sale, its time requirements were addressed by the board, as well as alternative methods of fundraising such as an art show. Mr. L'Amie moved to discontinue the cookie sale for 2017; Ms. Knasinski seconded. On a roll call vote, 5 members voted to discontinue the sale, while 4 voted to continue it. Ms. Czaplewski requested that Ms. Anderson call a Marketing Committee meeting to consider new fundraising activities, including a vendor fair as well as an art show.

10. Continuing Trustee Education (Information): Ald. Lubotsky presented an aldermanic report to the board. Meijers and 84 South supply $7,000 in revenue to the city for every $1 million in value, but it's not easy to capture those tax dollars because of state control of taxation.

11. New items for placement on next agenda (Information): Aldermanic reports will be presented as needed and placed on the agenda for the following meeting.

12. Next Meeting (Information): October 19, 2017 at 6:30 pm.

13. Library Director's Report (Information). Ms. O'Brien requested that the board confirm contact information both for the board itself and for the public.

14. Adjournment (Action). On a motion by Ms. Ryan, seconded by Ms. Bruhn, the meeting adjourned at 7:44 pm.

Minutes respectfully submitted by Mary Knasinski.