GREENFIELD PUBLIC LIBRARY BOARD
Thursday November 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 6:32 pm. On a roll call, the following were in attendance:
   Ms. Anderson
   Ms. Bruhn
   Ms. Czaplewski
   Ms. Knasinski
   Mr. L'Amie
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

   Mr. Gagliano and Ald. Lubotsky were excused.

2. Approval of the minutes of the October 19, 2017 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Waldoch, the minutes of the October 19, 2017 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for October 2017 (Action): 97.98% of the revenues for the year have been posted to the library's account. Under "Other funds," only half of the budgeted amount is there – these funds come from the city's Quality of Life fund and are deposited in stages. 80.91% of expenditures have been accounted for at the end of October, with 83.29% of the fiscal year completed. Some budget lines are over-expended, mostly due to the need for server equipment. $49,174 is overspent, but estimated year-end closing amounts leads to the conclusion that spending will be lower by $49,900. Ms. Czaplewski moved to approve the financial reports and Ms. Bruhn seconded. All voted in favor.

5. Approval of the October bills presented for payment (Action): Heavy expenditures for books are usual in the fall. In addition, monthly bed bug inspections have resumed for the time being. There were also expenditures for server equipment and the floor mat cleaning service. Capital budget expenses were incurred for phone system enhancement equipment and RFID tags. Ms. Ryan moved to approve the bills for payment; Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, 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: Did not meet.
    b. Marketing & Community Relations Committee Report and Recommendations: Will meet in two weeks.
    c. Budget & Finance Committee Report and Recommendations: Did not meet.
    d. Human Resources Committee Report and Recommendations: Did not meet.
    e. Building Committee Report and Recommendations: Did not meet.

8. Old Business:
    g. Board to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Action). Ms. Ryan moved that the board go into closed session; Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained.
        a. Report, discussion and decision regarding retirement benefits to employees.
        b. Adjourn closed session and reconvene into open session (Action). Ms. Czaplewski moved that the board reconvene into open session and Ms. Ryan seconded. All voted in favor.
    h. Report out of closed session of actions taken: The board considered the retirement benefits to employees. Mr. L'Amie would like the Legislative and Policy Committee to examine library policy language related to this issue for the future. Ms. Czaplewski made a motion that Ms. O'Brien should proceed as instructed in closed session, barring any substantive changes. Mr. L'Amie seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, and Ms. Ryan voted in favor; Ms. Waldoch abstained.
    i. Report, discussion and decision regarding the 2018 Library calendar of open dates, closed dates, and paid holidays (Action). There is one change to the 2018 calendar from 2017 – the Friday after Thanksgiving will now be a paid holiday so the total may remain at ten. In addition, Ms. O'Brien recommends designating one personal paid holiday for each employee, prorated for part time employees. Ms. Czaplewski moved to approve the 2018 calendar; Ms. Bruhn seconded. All voted in favor,

9. Continuing Trustee Education (Information): None.

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

11. Next Meeting (Information): December 21, 2017 at 6:30 pm if needed.

12. Library Director's Report (Information). No report this month.

13. Adjournment (Action). On a motion by Ms. Bruhn, seconded by Ms. Ryan, the meeting adjourned at 7:45 pm.

Minutes respectfully submitted by Mary Knasinski.