GREENFIELD PUBLIC LIBRARY BOARD
Thursday April 19, 2018 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 6:52 pm. On a roll call, the following were in attendance:
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan
   Ms. Waldoch

   Ms. Anderson and Ms. Waldoch were excused.

2. Approval of the minutes of the March 15, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the March 15, 2018 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Reports for March 2018 (Action): At 24.7% of the fiscal year completed, 23.6% of revenues have been expended. There were no expenses out of the ordinary. Ms. Czaplewski moved to approve the financial reports and Ms. Ryan seconded. All voted in favor.

5. Approval of the March 2018 bills presented for payment (Action): There was a charge by Ideal for HVAC service for both 2018 and 2019. There was also a charge for the theft of an Oak Creek Library item from the reserve shelf. Ms. Czaplewski moved to approve the bills for payment, and Ms. Bruhn seconded. On a roll call vote, 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). None this month.

7. Committee Reports (Action):
   a. Legislative & Policy Committee Report and Recommendations: Did not meet.
   b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.
   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: Met on Thursday March 29 at 6:30 pm.
   a. Report, discussion and decision whether to seek bids for expansion of the Teen Computer Room and addition of glass enclosure walls to transition the area to a youth makerspace (Action). The teen computer area is now near the Children's Library, but is small and crowded and needs improvement. Ms. O'Brien looked for cost estimates for doubling the size of the area through the use of stationary or movable glass walls that would create a makerspace. Huffcor, a Janesville, WI company, has worked with the Janesville Fire Department on walls for their meeting room. JWC Building Specialties in Hartland would deliver and install the Huffcor panels, with a quote of $44,000, with some additional costs for other work that would need to be done to prepare the area. This would most likely be funded as a capital budget request. Ms. Czaplewski moved to approve gathering further bids; Ms. Ryan seconded. All voted in favor.
   b. Report, discussion and decision whether to begin the transition of the Library's lighting to more cost effective, brighter and energy efficient LED lighting (Action). The Building Committee had noted the relative dimness of the fluorescent lighting throughout the library at its last meeting; this is due to the fact that the bulbs' intensity lessens over time. Ms. O'Brien had installed three T8 LED bulbs of different color shades in the conference room, using the existing fixtures, for the Board to examine. This approach throughout the library would save money compared to the alternative of changing all the fixtures and replacing them with fixtures holding integrated bulbs. The board agreed to continue this research.

8. Old Business:
   g. Report, discussion and decision regarding an employee compensation study (Action). The HR committee had looked at comparable salaries throughout the city, since entry-level wage rates at the library have not increased since 2008, when wage increase steps were also eliminated. It recommended exploring the idea of commissioning a compensation study. Ms. O'Brien received a quote from a private firm in Middleton to undertake a one-time study for $8900. Two online firms were surveyed and would charge $1500 and $4500 a year, respectively, for three years for a study. There isn't a formal database of salary information in the state library system, or provided by the state. A compensation study would provide facts to address employee perceptions of their level of pay. The board would like the Director to continue to solicit bids, with a proposed target cost of less than $3000. Since the library has only 25 employees, perhaps other city departments would be willing to join in the study and share costs.
   h. Report, discussion and decision regarding recommendations of the Ad-hoc Art Enhancement Committee (Action). The committee met prior to the board meeting on April 19, and will continue to research Wisconsin artists.

i. Review of patrons' suggestions (Information). Patron suggestions included comments about lighting levels, receipts for book returns, additional clubs and craft classes, quiet areas, and the availability of tablets for library use.

9. New Business (Information).
   j. Continuing Trustee Education (Information). None.
   k. Report, discussion and decision regarding the search for applicants to fill the anticipated Library Board Trustee vacancy (Action). Ms. O'Brien will post the vacancy in the local newspaper and on the library's website in May, so the board can interview candidates at the June meeting, with the chosen candidate joining the board in July.

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

11. Next Meeting (Information): June 21, 2018 at 6:30 pm. Some committees will meet in May.

12. Library Director's Report (Information). None.

13. Adjournment (Action). On a motion by Ms. Ryan, seconded by Mr. Gagliano, the meeting adjourned at 8:08 pm.

Minutes respectfully submitted by Mary Knasinski.