GREENFIELD PUBLIC LIBRARY BOARD
Thursday June 21, 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 6:38 pm. 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 was excused.

2. Approval of the minutes of the April 19, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the minutes of the April 19, 2018 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Reports for April and May 2018 (Action): In April, the charge for MCFLS was at 95% of budgeted expenditures and new equipment was at 185%. However, MCFLS is a one-time annual expenditure, and the new equipment overage was due to unforeseen difficulties installing the cabling for the library's new video surveillance system. In April, the library was at 31% of budgeted expenses overall, and in May at just under 40%. Ms. Czaplewski moved to approve the financial reports and Ms. Bruhn seconded. All voted in favor.

5. Approval of the April and May 2018 bills presented for payment (Action): April bills included no charges above average; in May there was a capital expense item for a 50% payment (of $5,000) for equipment for the Smart Terminal/self-check credit card system. Also in May, $1,200 was paid as the annual fee for a compensation study. Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

6. President's Report (Information). The library us now beginning the budget process for the next period.

7. Old Business:

a. Review of 2017-2020 Strategic Plan Vision, Mission and Values, and Implementation Initiatives (Information). Many of the most important initiatives were funded in 2018, but others were not, and those initiatives still not implemented need to be revisited by the committees and the board for funding proposals.
b. Review of the 2018 YTD revenues and expenditures performance report (Information). Revenues are on target at 95.42% so far this year, with the exception of fines for library materials, which usually increase in summer. Note: the City of Milwaukee doesn't charge fines for children's items, and Wauwatosa is moving toward eliminating all fines. Expenditures overall at the halfway mark in the calendar year are at 43.44%, with only a few instances of extraordinary expenses. Gas and electric rates may increase this year along with other unpredictable expenses, but the Director feels the library will end the year on budget and with no need to dip into its fund balance.

8. Committee Reports (Action):
   a. Legislative & Policy Committee Report and Recommendations: Did not meet.
   b. Marketing & Community Relations Committee Report and Recommendations: Did not meet, will schedule a meeting soon.
   c. Budget & Finance Committee Report and Recommendations:
      a. Recommendations for the 2019 operating and capital budgets (Action). The committee met and recommended the re-examination of the plan to open the library Monday through Saturday at 9 am, as well as staying open on Sundays all year long. The committee also looked at outreach initiatives to special needs populations, seniors, and middle/high school students. Capital budget requests include the replacement of the sound system in the community room, purchasing stackable chairs for the community room, and installing high efficiency LED bulbs throughout the library. Replacing the materials sorter is a major upcoming need and purchase as well.
   d. Human Resources Committee Report and Recommendations:
      a. Recommendations for the 2019 operating and capital budgets (Action). The committee met and looked at previously proposed strategic plan initiatives. In 2019, there may be some opportunities to address entry level wages for part time paraprofessional employees which do not compare favorably with those at other local businesses.
   e. Building Committee Report and Recommendations: Did not meet.

9. New Business (Information).
   f. Report and discussion of statewide Public Library System Redesign project status (Information). This initiative has been underway for over two years and has now reached the point where the work groups have made recommendations to the steering committee. It is now in a five-week public comment period, and a summit will take place at the end of July. The board viewed a presentation from the PLSR dated June 12, updating libraries and library boards with the progress made so far in

the redesign project. The size of library systems in the state currently ranges from one county to ten counties. The steering committee, composed of representatives from public libraries, is working with a group of Core Recommendation Collaborators (CRC), also consisting of representatives from statewide public libraries. These two groups, along with attendees to the Model Development Summit, will work to implement the recommendations.

There were four service models proposed: the current (enhanced) regional system structure; 6-8 regional library systems with some statewide services; one statewide library system; and a FORWARD Wisconsin enhanced current library system model. The model with the most votes was Model Y: the 6-8 regional library systems model under a statewide services umbrella. But Model W (FORWARD Wisconsin) was very close behind and both models are open for public comment until July 20. Then the models will be discussed at the Model Development Summit on July 30 and 31. Equity is a key issue, allowing all library systems to have access to services, even the smaller and rural systems.

g. Report on Library Contracts and Agreements (Information). Every June and July, city departments, with the exception of the library, need to report their contract obligations and financial agreements for the year. But in the case of the library, the library board is the final decision-making authority. Ms. O'Brien proposed preparing this document for the library board as well, listing all agreements including those for maintenance, MCFLS, and other contract obligations. The board agreed on the usefulness of this report.

h. Continuing Trustee Education (Information). There is still a vacancy on the board. The information is posted on the library website and on its Facebook page.

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

j. Next Meeting (Information): July 19, 2018 at 6:30 pm.

k. Library Director's Report (Information). Ms. O'Brien distributed the summer program booklet, with information about all library programs from June 1 to August 31.

l. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:59 pm.

Minutes respectfully submitted by Mary Knasinski.