GREENFIELD PUBLIC LIBRARY BOARD
Thursday July 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 6:37 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

   There were also two visitors in attendance, Creston Fleming and Wendy Young.

2. Interview with applicant to fill board vacancy, discussion and decision regarding a recommendation to the Mayor and Council for appointment (Action). An applicant was interviewed by the Board. It was decided the interview process will continue because there is now additional interest in a Board position by another potential applicant.

3. Approval of the minutes of the June 21, 2018 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Bruhn, the minutes of the June 21, 2018 meeting were approved as presented.

4. Public comment (Information). None.

5. Special order of Business: Election of Library Board Officers (Action). Current President Ms. Czaplewski chaired the election as she is not running for re-election as President. Results of the voting by affirmation are: President, Ms. Lubotsky. First Vice President: Ms. Czaplewski. Second Vice President: Ms. Bruhn. Secretary: Ms. Knasinski. Treasurer: Mr. Gagliano.

6. Acceptance of the Financial Report for June 2018 (Action): The library is at the halfway point of the fiscal year, and total expenditures are currently at 49.43%. Ms. Czaplewski moved to approve the financial report and Ms. Knasinski seconded. All voted in favor.

7. Approval of the June 2018 bills presented for payment (Action): Bibliotheca is the company from which all the RFID equipment was purchased (sorting, security gates, etc.) and the library pays a maintenance agreement fee annually to enable it to keep all the equipment running smoothly. This month there were also payments to

individuals for presenting at summer programs, and the annual fee to SOLID Surface Care for floor and carpet cleaning. Ms. Ryan moved to approve the bills for payment, and Ms. Czaplewski 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.

8. President's Report (information):

   A. President's appointment of committee membership (Action). The following committees have been appointed for 2018-19: Marketing and Community Relations – Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ald. Lubotsky; Legislative and Policy – Ms. Anderson, Ms. Bruhn, Ms. Knasinski, Mr. L'Amie; Building – Mr. L'Amie, Ald.Lubotsky,Ms. Ryan; Human Resources – Ms. Czaplewski, Mr. Gagliano; Budget and Finance – Mr. Gagliano, Ms. Knasinski, Ms. Ryan.
   B. Continuing Education: None.

9. Library Director's Report:
   a. Review of the financial reports: 2017 year-end and June 2018 year-to-date budget performance reports (Information). Ms. O'Brien presented and YTD expenditures report, noting several areas of overspending, such as new equipment.
   b. Ms. O'Brien gave a review of PLSR process, noting that the comment period will be extended at least a week, and possibly until after the summit takes place on July 30 and 31 in Stevens Point.

   c. The compensation study database, called PayScale, has been completed. The results have shown that using 2018 wage rates, 25% of Greenfield library employees fall below the 25th percentile in pay level, 33% fall between the 25th and 49th, 37% between the 50th and 74th, and 8% (2 people) are above the 75th percentile.

10. Committee Reports (Action):
    a. Legislative & Policy Committee Report and Recommendations: Did not meet.
    b. Marketing & Community Relations Committee Report and Recommendations regarding the 2019 Budget (Action): Met and selected outreach initiatives to promote to groups within the community, at a cost of $7,100.
    c. Budget & Finance Committee Report and Recommendations regarding the 2019 Budget (Action). Endorsed several outreach programs, as well as the library opening at 9 am Monday through Saturday (instead of opening at 10:00 AM) and remaining open on Sundays during the summer.
    d. Human Resources Committee Report and Recommendations regarding the 2019 Budget (Action). 2019 may offer a unique opportunity to adjust the hourly pay for entry level employees. The committee recommends a 2.5% Cost of Living Adjustment (COLA) to all employees based on the Bureau of Labor Statistics official CPI-U (June 2017 through May 2018), plus a $1/hour

increase for those earning $10-$15/hour, a $2/hour increase for those earning less than $10/hour, along with a $500 bonus to other employees not falling into one of those two categories. Management would not receive the bonus. The committee also recommended moving the opening time to 9 AM Monday through Saturday at a cost of $19,000 annually; a $23,000 cost for COLA and wage incentives. In addition, the committee recommended the library stay open until 5 PM on Saturdays, and from 1 – 5 PM on Sundays in the summer.

e. Building Committee Report and Recommendations: Did not meet.

11. New Business (Information).

    a. Discussion and decision regarding adoption of a 2019 operating budget request to present to the City of Greenfield (Action). Ms. O'Brien presented a list of operating budget projects that were supported by each of the committees through their work to implement the 2016-2020 strategic plan initiatives. The total cost of all the strategic plan initiatives recommended would be $58,100. It appears that, projecting to the end of 2018, $36,000 will need to be paid out of the library's fund balance for operating expenses, leaving a total of about $20,000 in the fund balance. The new initiatives require a 7.26% increase in the tax levy. Total expenses would increase by 5.66%. Ms. Ryan moved to approve the 2019 operating budget request as presented total revenues and expenses of $1,395,254. Mr. Gagliano 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.

12. Discussion and decision regarding adoption of a 2019 capital budget request to present to the City of Greenfield (Action).

    Ms. O'Brien presented a list of capital budget projects recommended by board committees for approval in order to implement the 2016-2020 Strategic Plan initiatives:

2019 Projects	**Price**
100 Lightweight mesh stacking chairs with dollies for Community Room	$20,000
Replacement sorting machine & book drops	$200,000
LED Lighting, building-wide--installed by contractor (not DPW)	$35,000
Replacement sound system in the Community Room & Conference Room	$20,000
15 staff computers--5 year technology replacement plan	$15,000
Glass Walls/sliding doors to Enclose MakerSpace in Children's	$55,000
High efficiency, paperless, sanitary & quiet Dyson Hand driers for the restrooms	$12,000
Re-tar East roof	$29,000
Replace Security Alarm System	$25,000
Future Projects	
Interior painting- 2020	$10,000

Partial furniture replacement- 2021	$10,000
Partial furniture replacement- 2022	$10,000
Partial furniture replacement- 2023	$10,000

There was a motion by Ms. Ryan to approve the 2019 capital budget request as presented, Ms. Bruhn 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.

13. Continuing Trustee Education (Information). None.

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

15. Next Meeting (Information): August 16, 2018 at 6:30 pm.

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

17. Adjournment (Action). On a motion by Ms. Ryan, seconded by Ms. Bruhn, the meeting adjourned at 8:15 pm.

Minutes respectfully submitted by Mary Knasinski.