GREENFIELD PUBLIC LIBRARY BOARD
Thursday November 15, 2018 5:00 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
<u>Minutes</u>

1. The meeting was called to order by Ald. Lubotsky at 5:00 pm. On a roll call, the following were in attendance:
   Ms. Anderson
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Flemming
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan

2. Approval of the minutes of the October 18, 2018 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Czaplewski, the minutes of the October 18, 2018 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for October 2018 (Action): Board Treasurer Mr. Tod Gagliano reported that total revenues collected are at 98% and expenditures at 81%, as annual bills continue to come in. The Quality of Life revenue line has now been transferred to the library's fund and will appear in next month's financial report. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.

5. Approval of the October 2018 bills presented for payment (Action): Mr. Gagliano reported that this month, the main expenditures were book purchases and the WE Energies bill. Repairs to the elevator and fire suppression system automation were needed because of damage to the mother boards during high winds from storms. One keypad to the workroom door also needed to be replaced. Ald. Lubotsky moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, 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). 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: Did not meet.
f. Ad-hoc Art Enhancement Committee report and recommendations: Did not meet.

8. Library Director's Report (Information).
   A. Report on the City Council-approved 2019 Library Operating and Capital Budgets. Ms. O'Brien reported that a 7.26% increase in the tax levy was requested, but the Mayor asked that the amount be reduced to 4.7%, a $54,000 increase. The mayor funded the proposal to open the library at 9 am, as well as the efforts to raise the entry level hourly rates in the library. The salary and wage budget line will increase 7%, which is the most significant change. The library will open at 9 am Monday through Saturday, but won't stay open on Saturday until 5 pm or on Sundays in summer. Health insurance increases were better than expected at 3.4%. The library will add $3,250 for additional books and will be adding a story time program for adults with special needs, starting in January. $40,000 will be carried over from the fund balance into 2019. The library will also receive $10,000 in funding in the capital budget for new technology (including computer replacement,) and was funded for the purchase of stacking chairs for the community room, but was not funded for the LED lighting project, glass sliding walls for a makerspace, electric hand dryers, or re-tarring the roof. It was also not funded for a new sorting machine, but will receive $50,000 a year as a down payment toward it for four years.
   B. Report on the 2018 Year-to-date revenues and expenditures. Ms. O'Brien reviewed the 2018 YTD revenues and expenditures, and found them to both be comfortably within budgetary goals.

9. New Business (information).
   A. Report, discussion and decision regarding the floorplan reorganization project (Action). The library has shifted furniture locations of some areas on the first floor and has a new floor plan and wall paint there; the reference desk has been moved closer to the entrance, with a station now on the second floor as well. Condition issues have been discovered with the carpeting in several areas. Ms. O'Brien recommended that those areas have the carpeting replaced. Bids have been solicited for carpeting for the first floor lobby area and stairs and a large portion of the first floor Adult collections and computer lab area (8,000 square feet.) Quotes are all close to $58,000 for this phase 1 carpet replacement.

      Ms. O'Brien recommended that by making some adjustments in several capital projects and redirecting residual funds from those projects, the carpeting project could be substantially funded. The adjustments would include cutting the number of laptop computers purchased for the 2017-funded capital project, while still putting six new computer stations in the quiet area in the back, and substituting a laptop charger for a vending station. $8,000 would need to be withdrawn from the fund balance. The library would need to be closed during the carpet installation, probably the first week of January. Ms. Knasinski moved to rearrange planned spending to apply to carpeting; Ms. Czaplewski seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

B. Report, discussion and decision regarding the adoption of a 2019 calendar of open dates, paid holidays, and closed holiday dates. The ten paid holidays are identical to those in 2018, and in addition there is one floating holiday (prorated for part time employees.) Ms. Czaplewski moved to adopt the 2019 calendar, and Ms. Bruhn seconded. All voted in favor.

10. Old Business (Information).
    A. Report on the status of the "Greenfield Creates" fundraising campaign. The campaign has raised $1,600 to date; the Beautification Committee has announced that it will offer a $5,000 matching grant for funds raised in the future. An email blast for Giving Tuesday will be sent out on the Friday after Thanksgiving. After Thanksgiving, patrons will be able to purchase donation stickers on which to add their name and to place on the library wall.
    B. Report on the status of the Wisconsin DPI Public Library System Redesign (PLSR) project. A sixth draft of the steering committee recommendation report will go to the DPI in December. There will be a library survey period from December 3-9, after which the steering committee will send the final report to the DPI on December 21, to be given to the Superintendent.

11. Continuing Trustee Education (Information). Robin Bruhn distributed a PEW Research Center report, "Millennials are the most likely generation of Americans to use public libraries," by Abigail Geiger, June 21, 2017.

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

13. Next meeting: January 17, 2019 at 6:30 pm (no meeting in December 2018.)

14. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Anderson, the meeting adjourned at 6:21 pm.

Minutes respectfully submitted by Mary Knasinski.