GREENFIELD PUBLIC LIBRARY BOARD
Thursday January 17, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved Minutes

1. The meeting was called to order by Ald. Lubotsky at 6:30 pm. On a roll call, the following were in attendance:
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Flemming
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan

   Ms. Anderson was excused.

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

3. Public comment (Information). None. Mr. Glenn Meyers observed the meeting.

4. Acceptance of the Financial Report for November/December 2018 (Action): 100% of revenue has been received 2018 YTD, and expenditures reached 98.37% of budgetted. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.

5. Approval of the November/December 2018 bills presented for payment (Action): There were three invoices for elevator repair, as well as one from NJP Construction to move the reference desk. There was also a charge of $11,000 from Baker and Taylor for book purchases, electrical and data relocation work for $2,818, and a capital budget expense of $2,178 for a cube top loader (laptop vending system.) Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, 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). Ald. Lubotsky reported that the City of Franklin's library receives impact (developer) fees per new household, and Greenfield may explore that. Each developer pays a fee per new unit of multifamily construction. Ms. O'Brien and Ald. Lubotsky will contact the mayors and the Franklin library director for information.

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. Old Business (Information).
    A. Update on carpet partial replacement project and scheduled library closure during installation (Information). The Board had voted in favor of redirecting some capital funds and a portion of the library fund balance toward replacing carpeting. The carpet mills did not manufacture the carpeting over the holiday period, so the installation has been delayed. The library will tentatively close on Monday and Tuesday, February 4 and 5, and possibly be open during the day on Wednesday and Thursday, Feb. 6 and 7, as installation continues.
    B. Update on Community Room chairs replacement project (Information). 100 new chairs have been received from KI in Green Bay; each chair weighs 3½ pounds and has a 300 pound capacity. The old chairs will be sold or donated.
    C. Review of 2018 operating and capital budgets' year-end performance (Information). Ms. O'Brien stated that a few invoices are still outstanding, but the mild weather in early winter and other factors meant there was $18,000 more in revenue than expenses. This raised the fund balance from $43,000 to $61,000, but the $18,000 positive balance will be reduced to $10,000 after all expenses are accounted for. This will leave an ending fund balance of $53,000.
    D. Review and discussion of Art Enhancement fundraising project and planning (Information). From August through November, the Greenfield Creates fundraising project received $1,600 in donations, both in cash and through "The GivingGrid" online. The Greenfield Beautification Committee offered to match $5,000 of donations up to November 30, 2018. A bequest was left to the library in the amount of $5,000, possibly applicable to art purchases, but the bequest has not yet been received; the Beautification Committee has extended the time period for matching this donation. The total raised would then be close to $12,000. The Ad Hoc Art Committee will reconvene in March or April. Ms. Czaplewski put forward one referral, a mural artist firm (Veronica's Palette) with whom she's familiar from other work.

9. New Business (information).
    A. Report, discussion and decision regarding whether to implement a new 2-week circulation period for selected new books (Action). This was brought to the attention of the Board because circulation policy is under Library Board purview. Greenfield

has promoted a Book of the Month club, buying 25 copies of a book to circulate only in Greenfield, in-house. Building on this in 2019, the library would like to have a display of "Best Sellers and Popular Titles," buying additional copies (possibly 5, not 25.) For those two collections, the library would like to have a two-week loan period rather than the current three weeks, and during that month the books would not be able to be reserved or renewed. There would still be a grace period and no increase in the overdue fee. Ms. Ryan moved to approve this new policy and Ms. Bruhn seconded. All voted in favor.

10. Continuing Trustee Education (Information). None.

11. New items for placement on next agenda (Information). The library's annual report is due on March 1. New carpeting and furniture will be installed over the next month. The final report of the PLSR (Public Library System Redesign) project is due later in January. Library Legislative Month is in February and a library staff person will attend functions in Madison.

12. Next meeting: February 21, 2019 at 6:30 pm.

13. Library Director's report (Information). The Director met individually with all staff members, informing them of their raises for 2019. The staff also did a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) of the library at their November staff meeting. Their opinions were shared with the Board.

14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 7:23 pm.

Minutes respectfully submitted by Mary Knasinski.