GREENFIELD PUBLIC LIBRARY BOARD
Thursday February 21, 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
   Mr. Flemming
   Ms. Knasinski
   Mr. L'Amie
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan

   Ms. Czaplewski and Mr. Gagliano were excused.

2. Approval of the minutes of the January 17, 2019 meeting (Action): On a motion by Ms. Ryan, seconded by Mr. Flemming, the minutes of the January 17, 2019 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for January 2019 (Action): Ms. O'Brien reported that 8% of the fiscal year has passed, and a few remaining 2018 invoices have come in. The library revenues were $21,000 over budgeted in 2018, and only $18,000 needed to be withdrawn from the fund balance for equipment repairs. The MCFLS automation system invoice arrived and the budget line has already been 91% expended. Other large invoices for supplies also arrived, mainly for RFID tags. Ms. Ryan moved to approve the financial report and Ald. Lubotsky seconded. All voted in favor.

5. Approval of the January 2019 bills presented for payment (Action): Ms. O'Brien reported that capital expenses included the new community room chairs from OPT4, the replacement of RTU controls on the HVAC system, and the replacement of old fire doors. Only the community room chair expense was incurred in 2019. Other remaining December 2018 expenses presented for payment included MCFLS, Internet maintenance, HVAC maintenance and book purchases. Ms. Ryan moved to approve the bills for payment, and Mr. Flemming seconded. On a roll call vote, Ms. Bruhn, Mr. Flemming, 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, may schedule a meeting soon.
    b. Marketing & Community Relations Committee Report and Recommendations: Did not meet, may schedule a meeting soon.
    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.

8. Old Business (Information).
    A. Report and discussion about impact fees as a source of revenues to libraries (Information). Ms. O'Brien shared several documents showing that impact fees have been legal in Wisconsin for over 20 years and are in widespread use; 40 Wisconsin public libraries benefit from them. Franklin's library receives over $1,000 for every new single family home that's built, due to infrastructure capital needs. The process, though, is complex and has strict legal requirements attached to it. These fees can only be used for capital projects (such as HVAC or a roof installation or repair,) after the recipient shows the financial impact due to new residents using the facility. Ms. O'Brien will send the board a link to a UW Extension informational Powerpoint presentation explaining impact fees in more detail. Greenfield already has a $1,500 per new residence impact fee that goes to the park system. The Parks director may be asked to speak about the use of the fees, as may a representative from Ruekert-Mielke, an infrastructure consulting firm. The Mayor has said he would support the library's use of impact fees.
    B. Report on new collection of "Best Sellers and Popular Titles" that will circulate for a non-renewable, non-hold-able 2-week loan period (Information). Ms. O'Brien stated that this project has started; the books and a new book display unit have been purchased and will debut on March 1.

9. New Business (information).
    A. Presentation of the Wisconsin 2018 State annual report, and discussion and decision whether to endorse the report for the President's signature (Action). Ms. O'Brien presented the report and reviewed it's contents including the number of books, DVD's, and subscriptions purchased, as well as circulation numbers (263,389 items were checked out in 2018 and there were 122,000 website visits.) Program attendance was also reported, including the fact that there were 11,500 attendees for 319 programs for children. Also included in the annual report is board member information, library financial data and salaries, revenues and expenses, number of library staff, and the library's compliance with system membership requirements. Ms. Ryan moved to endorse the report for the President's signature and Ms. Bruhn seconded. All voted in favor.
    B. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2018 Annual Report (Action). 2018 has been a strong year

of system engagement and communication. Ms. Knasinski moved to endorse the Statement of System Effectiveness in the affirmativ; Ms. Ryan seconded. All voted in favor.

C. Continuing Trustee Education (Information). The Board will study information about impact fees this month.

10. New items for placement on next agenda (Information). Further information about impact fees will be reported. The Ad Hoc Art Subcommittee may be called into session; an additional $10,000 donation has been received for the purchase of art.

11. Next meeting: March 21, 2019 at 6:30 pm.

12. Library Director's report (Information). No additional information this month.

13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Mr. L'Amie, the meeting adjourned at 7:30 pm.

Minutes respectfully submitted by Mary Knasinski.