GREENFIELD PUBLIC LIBRARY BOARD
Thursday, March 21, 2019 at 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 6:35 pm. On a roll call, the following were in attendance:
   Ms. Bruhn
   Ms. Czaplewski
   Mr. Flemming
   Mr. Gagliano
   Ms. Knasinski
   Ald. Lubotsky
   Ms. O'Brien

   Mr. L'Amie and Ms. Ryan were excused.

2. Approval of the February 21, 2019 Library Board meeting minutes (Action). On a motion by Ms. Czaplewski, seconded by Mr. Flemming, the minutes of the February 21, 2019 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report (Action). 15% of library expenditures have occurred so far; revenues are not in balance yet because the year has just begun. Ms. Czaplewski moved to approve the financial report and Mr. Flemming seconded. All voted in favor.

5 Approval of the bills presented for payment (Action). Annual and semiannual agreements have come due, but there was nothing else that was not typical for March. The library has received a clean bill of health through its pest control firm, and another company has now submitted a bid for the work. Ald. Lubotsky moved to approve the bills for payment, and Ms. Czaplewski seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, and Ald. Lubotsky voted in favor; none voted against nor abstained.

6 President's Report (Information). On the matter of the possible future automated library carousel at 84 South, there may be a hotel developed between Steinhafel's and the Aurora clinic. While the carousel is still in the planning stages, it's possible that a developer may supply the funding for it. Other neighboring communities could be approached to help pay, and in addition this structure could serve as a Wi-Fi hotspot.

7. Committee Reports:
   a. Legislative & Policy Committee Report and Recommendations (Action). Did not meet.
   b. Marketing & Community Relations Committee Report and Recommendations (Action). Did not meet.
   c. Budget & Finance Committee Report and Recommendations (Action). Did not meet.
   d. Human Resources Committee Report and Recommendations (Action). Did not meet.
   e. Building Committee Report and Recommendations (Action). Did not meet.

f. Ad-hoc Art Enhancement Committee Report and Recommendation (Action). The committee met informally to look at artwork and to discuss prices. They also discussed the possibility of another art fair, held at the Farmer's Market on Sunday June 16 from 10 am – 2 pm. The library has raised $22,500 through GoFundMe, the art fair, the Greenfield Beautification Committee, random donations, and a bequest and grant. During discussion, several board members suggested the committee, rather than seek artists to create a commissioned artwork for the oversized atrium wall, should look at additional ideas such as purchasing display art for later sale to the public, as well as using some of the money for other library uses.

8. Old Business:

g. Informational presentation by Ruekert Mielke on the subject of impact fees and libraries (Information). Andrew J. Behm, Economic Consultant with Ruekert Mielke (Madison, WI) addressed the board about impact fees, their requirements and their feasibility. He stated that impact fees only affect new growth so are popular with the existing residents of a community. They can cover everything a municipality does except schools, and are limited to capital projects (excluding vehicles.) The basic requirements are these: the city, town or village must complete an impact fee study which includes an inventory of existing facilities, a plan, and a growth forecast. It must define a service standard (for example, number of library books per thousand residents) and assess inventory against the standard. It excludes operating costs such as salaries.

Ruekert Mielke conducts and also updates impact fee studies. A public hearing also needs to occur and an impact fee ordinance needs to be drafted. This would go to the legislative committee and then to the City Council. Part of the study includes deciding the best way to measure the adequacy of the library facility in this case, and how the community drives the need for future growth. The statute requires that a report be given to the developer on the use of the fees; the impact fee study itself may accomplish that. Fees need to be accounted for separately in library funds and must be spent within 8 years or be refunded. There is potential for mature communities to use these fees but there isn't a great deal of evidence for that.

Other obstacles include the fact that revenue is variable depending on development, and facilities for the existing population can't be funded. There also needs to be an analysis of housing affordability. An impact fee study typically costs between $6,000-$8,000 to conduct, depending on the type of facilities involved. The fees can be challenged by the developer too, and the process for doing this would be established in the ordinance.

h. Report, discussion and decision regarding impact fees as a revenue source (Action). Consideration of impact fees will be put on the next agenda. This revenue source would be for the library, so the library would pay for the impact fee study. Ms. Czaplewski moved to table the discussion until a later date after looking at more information. Ms. Bruhn seconded. All voted in favor.

i. Continuing Trustee Education (Information). None.

9. New Business:

- Ms. Czaplewski moved to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Action). Ald. Lubotsky seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, and Ald. Lubotsky voted in favor; none voted against nor abstained.

a. Report, discussion and decision regarding the Library Director's goals, performance evaluation and compensation (Action).

- Adjourn closed session and reconvene into open session (Action). Ms. Czaplewski moved to adjourn closed session and reconvene into open session, and Mr. Flemming seconded. All voted in favor.
- Report out of closed session of actions taken (Action). The board approved the Library Director's 2019 goals as presented, and a 2.5% salary increase effective March 15, 2019 – March 14, 2020.

10. New items for placement on next agenda (Information). Additional discussion of impact fees and the recommendations of the Ad Hoc Art Committee.

11. Next Meeting (Information): April 18, 2019, 6:30 pm.

12. Library Director's report (Information):

    j. Review of historical trends of the Library's annual performance measures (Information). This report was tabled until the April meeting.

13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Mr. Gagliano, the meeting adjourned at 8:27 pm.

Minutes respectfully submitted by Mary Knasinski