GREENFIELD PUBLIC LIBRARY BOARD
Thursday April 18, 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
   Ald. Lubotsky
   Ms. O'Brien
   Ms. Ryan

   Mr. L'Amie was excused.

2. Approval of the minutes of the March 21, 2019 meeting (Action): On a motion by Ms. Ryan, seconded by Ms. Bruhn, the minutes of the March 21, 2019 meeting were approved as amended to include the percentage amount (2.5%) of the Library Director's pay raise for 2019-2020.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for March 2019 (Action): Mr. Gagliano reported that just under 25% of library expenditures were made by the end of March; some revenues will not arrive until mid-year or later. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.

5. Approval of the March 2019 bills presented for payment (Action): Mr. Gagliano reported that capital expenses include $14,000 for carrels and seating, and installation was paid out of the operating budget. Funds to be spent on flooring had been transferred from the capital budget originally intended for furniture. There was also a new (replacement) TV monitor installed at the reference desk. 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, Ald. Lubotsky, and Ms. Ryan voted in favor; none voted against nor abstained.

6. President's Report (Information). None this month.

7. Committee Reports:
   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 Recommendation: Ms. Czaplewski reported that the committee met before the full Board meeting. There will be a Celebration of Greenfield Art on Sunday, June 16 as part of the Farmers Market. The committee will have the use of a large tent for this show. Greenfield High School art students are invited to be there, and there will also be an exhibitor application on the library website.

   Regarding the library's purchase of art for display in the building, the committee recommended that there be a mixed approach: permanent artwork in the children's library, less permanent installations for the atrium wall. $22,000 of private funding has been raised; the committee recommended $12,000 be designated for art purchases. The remaining funds would be used for other projects. Another committee meeting will be scheduled for May. Ms. Czaplewski moved to accept this division of funds and Ms. Ryan seconded. All voted in favor.

8. Old Business (Information).
   a. Report, discussion and decision regarding pursuing the use of impact fees as a revenue source (Action). Ms. O'Brien reported that she communicated with Scott Jaquish, director of the Greenfield Parks and Recreation Department, to gather information on that department's use of impact fees. They have been using them for about twelve years. According to a report provided by the City Engineering Department, since 2007 they have received $1,017,978 and have a remaining unexpended balance of $21,000. Revenues per year vary significantly; for example, revenues in 2010 were $138,000, and were $155,000 in 2016. Mr. Jaquish doesn't report much difficulty with complying with the requirements of the fee, and has not had to pay back any funds. The city maintains the financial tracking report, and the Finance Department has been able to handle the accounting of the funds. The Parks Department used Stantec consulting service to update the five year plans that go to the DNR.

      The Park and Recreation Department DNR report projects the Greenfield population in 2025 will be 38,760, meaning an annual increase of 165.8 people, or 1,990 by 2025. The projected addition to dwelling units in Greenfield is 925. Ms. O'Brien recommended pursuing the idea of using impact fees in more detail as it pertains to libraries. She suggested forming a subcommittee to explore the possibility; Mr. Flemming, Mr. Gagliano, Mr. L'Amie, and Ald. Lubotsky volunteered for it. Ms. Czaplewski moved that the Ad Hoc Impact Fee Subcommittee be formed; Ms. Ryan seconded. All voted in favor.

   b. Review of historical trends of the library's annual performance measures (Information). Ms. O'Brien distributed a visual representation of 2018 annual report data, compiled from data displayed on a new MCFLS dashboard. It will be examined in more detail at the May meeting.

c. Continuing Trustee education (Information). None.

9. New Business (information).

a. Report, discussion and decision whether to approve a new logo for the library, which would be used on a new web page, on library stationery, business cards, and other branding (Action). Ms. O'Brien reported that the current library logo has been used for about 12 years, and was professionally designed for $500. The logo is now in need of a fresh design and color updating. The library staff has recently searched for library logos they find appealing, and asked the designers of several of them to prepare similar themes for Greenfield's library. Five designs were developed, but the staff and the board didn't wish to adopt any of them. The library may ask another designer to create several additional logos to evaluate.

b. Report, discussion and decision whether to approve the Library's participation in the City of Greenfield's "Post Employment Health Plan (PEHP)" which is available to non-represented employees upon termination or retirement (Action). Ms. O'Brien reported that a number of years ago, the City adopted the PEHP concept for non-represented employees upon retirement. Since there will be some Library retirements in 2019, the Library Board will need to decide whether to offer the PEHP plan to Library retirees. Under the terms of PEHP, a retiree would be able to put the value of unused sick leave into a fund that would pay health insurance premiums. In the absence of PEHP, a portion of unused sick leave would be paid out in a lump sum taxable payment to the retiree. The PEHP has tax advantages for the employee and no financial disincentives for the City. If the Library Board adopted PEHP, each subsequent retiree would be put into the plan, and the lump sum cash payout would no longer be allowed. Ms. Knasinski moved the adopt the PEHP plan; Mr. Flemming seconded. On a roll call vote, the motion was defeated.

10. New items for placement on next agenda (Information). Ms. O'Brien may have more information from the county library system.

11. Next meeting: May 16, 2019 at 6:30 pm.

12. Library Director's report (Information). The annual report dashboard will be discussed next month.

13. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Mary Knasinski.