GREENFIELD PUBLIC LIBRARY BOARD
Thursday May 16, 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. Czaplewski, Mr. Gagliano, and Ms. Ryan were excused.

2. Approval of the minutes of the April 18, 2019 meeting (Action): On a motion by Ald. Lubotsky, seconded by Mr. Flemming, the minutes of the April 18, 2019 meeting were approved as presented.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for April 2019 (Action): Both April and May invoices will be reviewed next month by Mr. Gagliano. Ms. O'Brien reported that 32.88% of the fiscal year is completed to date, with 94% of budgeted revenues taken in and 39.3% of budgeted expenditures completed. The supplies and new equipment lines are currently over-expended due to the library's new carpeting and other maintenance decisions made early in the year. Ms. Knasinski moved to approve the financial report and Mr. L'Amie seconded. All voted in favor.

5. Approval of the April 2019 bills presented for payment (Action): Contractual services included the invoice from Bibliotheca for RFID equipment for the full year. Electricity and gas bills were lower than expected. A three- month preliminary service agreement has been signed for pest control. Ald. Lubotsky moved to approve the bills for payment, and Mr. L'Amie seconded. On a roll call vote, Ms. Bruhn, Mr. Flemming, Ms. Knasinski, Mr. L'Amie, and Ald. Lubotsky voted in favor; none voted against nor abstained.

6. President's Report (Information). Ald. Lubotsky emailed the mayor about the 84 South library carousel plans. The library art project will be the first priority, however.

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: The committee will be meeting within the next 2-3 weeks to discuss a nearly complete Request for Proposals for artwork.
g. Ad-hoc Impact Fee Committee Report and Recommendations: The committee will meet on May 23, and is hoping to have the city attorney and the director of the Department of Neighborhood Services join the meeting that night. Other state library directors will be called soon to discuss their use of impact fees.

8. Old Business (Information).
   a. Continuing Trustee education (Information). None.

9. New Business (information).
   a. Interview with applicant to fill a board vacancy in the Greenfield School District appointee seat, and discussion and decision regarding a recommendation to the Mayor and Council for appointment and confirmation (Action). Susan DeWitt of Greenfield was interviewed by the board to fill the position of Greenfield School District appointee. Ms. DeWitt stated she is employed by the Greenfield Middle School and has a background in desktop publishing. After discussion, Ald. Lubotsky moved to recommend Ms. DeWitt to the Mayor and Council and Ms. Bruhn seconded. All voted in favor.
   b. Report, discussion and decision regarding other possible Library Board vacancies (Action). Ms. O'Brien reported there are two board members with terms expiring in July: Ms. Czaplewski and Mr. Gagliano. They are each eligible to serve an additional three-year term. It was agreed that Ms. O'Brien will determine their willingness to serve and then open a search for candidates in the event of a vacancy.
   c. Report, discussion and decision regarding the formation of an officers' nomination committee (Action). The Library Board By-Laws specify the appointment of a nominating committee at least one month prior to the July meeting. Mr. Flemming, Mr. L'Amie and Ms. Ryan have volunteered to serve on this committee and propose a slate of officer nominees.

10. New items for placement on next agenda (Information). The board will start to consider the budget for 2019-2020; preliminary budget planning will begin. There will also be possible board vacancies to consider. The Art Fair will take place on the 16th of June at the Greenfield Farmers Market.

11. Next meeting: June 20, 2019 at 6:30 pm.

12. Library Director's report (Information). Ehlers Pest Management inspected the library on May 14, and determined that the library was free of bedbugs but not of other insects or possible rodents. The facility's sanitary state is in question because of the quality of cleaning. Ms. O'Brien recommends that the building be detailed, but not by the current cleaning service. Sunday cleaning has been discontinued and there have been no-shows on other days as well. It was agreed that another service will be recruited to do a deep cleaning.

13. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Bruhn, the meeting adjourned at 7:49 pm.

Minutes respectfully submitted by Mary Knasinski.