GREENFIELD PUBLIC LIBRARY BOARD
Thursday June 20, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Approved Minutes

1. The meeting was called to order by Ms. Czaplewski at 6:31 pm. On a roll call, the following were in attendance:
   Ms. Bruhn
   Ms. Czaplewski
   Ms. DeWitt
   Mr. Flemming
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ms. O'Brien
   Ms. Ryan

   Ald. Lubotsky was excused.

2. Public comment (Information). None.

3. Approval of the minutes of the May 16, 2019 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the minutes of the May 16, 2019 meeting were approved as presented.

4. Acceptance of the Financial Report for May 2019 (Action): 42.8% of total expenditures have been made by the end of May, on track for the year. Revenues are higher now (at 95.77% for the year) because of the disbursements that occur at this time of year. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.

5. Approval of the May 2019 bills presented for payment (Action): There were no unusual expenses for May; the largest expense was for book purchases ($6401.) The WE Energies electricity bill was just under $3000 ($2955.) Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, 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: Met but did not reach a quorum.
g. Ad-hoc Impact Fee Committee Report and Recommendations: Met but did not reach a quorum. However, Ms. O'Brien had completed more research on impact fees and presented the board with copies of the Wisconsin State Statutes dealing with the fees. The process would include a needs assessment, an inventory of existing facilities, the presentation of the case in a public hearing, and meeting all the requirements for the planning and use of the fees. Several consulting firms have been asked for quotes to assist the library with these processes. The firms would do an initial study of the feasibility of the idea, projecting an amount of new residential development and future facility needs.

   Brian Sajdak, Greenfield city attorney, spoke to the board about the fees. They can be used in several ways, such as through a pre-planning bank (spent within an 8-year time limit,) but realistically there probably would not be much new residential development in Greenfield in the next eight years. This also means that impact fees in Greenfield would have to be kept low because of the lack of room for new development. The fees could also be used after the fact – as new development occurs, the fees would go into a repayment fund after the facilities being funded have been built in anticipation. However, Greenfield is not a rapidly developing community, and a large project may not realistically be funded because of the low probability of new developments.

8. New Business:
   a. Interview with applicant(s) to fill upcoming board vacancy (Information). Two applicants for the seat currently held by Mr. Gagliano were interviewed by the board.

9. Old Business (Action):
   b. Discussion and decision regarding a recommendation to the Mayor and Council for appointment to fill an upcoming board vacancy (Action). Ms. Czaplewski moved to hold a secret ballot vote to decide between the two candidates; Mr. Flemming seconded. After the ballot vote, Ms. Melissa Mendoza was elected as the board's recommended candidate.
   c. Report, discussion and decision regarding the development of a new library logo (Action). Several different organizations were recruited to design logos; library staff members also researched logos they liked that were used by other libraries. Mindspike Design and two other designers submitted sample logos. The board preferred, with some modifications, a logo by Tessera Design. The logo was sent back to Tessera for revision.

10. Continuing Trustee Education (Information). None.

11. Library Director's report.
    a. Review of the June 16th Art Fair (Information). Gross revenues earned from the Art Fair were as follows: $450 from booth fees, $180 from commissions, and $32 from donations. There were 59 attendees at the hands-on workshops. The 3rd annual Art Fair will be planned for 2020. Some art pieces were purchased at the fair for the Children's Library.
    b. Preliminary discussion regarding the goals to be considered in developing the 2020 operating and capital budget requests to present to the City of Greenfield (Action). The goals formulated for the 2016-2017 Strategic Plan are still relevant to future budget requests. The full board will discuss their implementation for the next budget, rather than meeting as individual committees first.
    C. Review of the 2018 year-end and June 2019 year-to-date operating and capital budget performance reports (Information). The board was asked to assist the library in identifying service trends they may wish to see the library research and pursue for the upcoming year. One such service is an internal library texting system in which patrons could silently communicate with the librarians on duty through texting.
    d. Preliminary report and discussion regarding the proposed remote automated library branch kiosk (Information). There has been no new information from the Mayor on this project.

12. New items for placement on next agenda (Information). The board will begin to discuss the upcoming budget. The Ad Hoc Nomination committee will meet and propose a slate of officers.

13. Next Meeting: July 18, 2019 at 6:30 pm.

14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 8:46 pm.

Minutes respectfully submitted by Mary Knasinski.