



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, June 19, at 6:30 PM
Second Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

DRAFT MINUTES

1. The meeting was called to order by Creston Flemming at 6:37 p.m.

On roll call in attendance were Brittany Haiser, Amber Lococo, Sue DeWitt, Connie Hughes, Sarah Dunmire, Creston Flemming, Marie Cardenas, and Kyle Sundby. Alderperson Drzewwicki was excused.

Also in attendance were Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director

2. Public comment (information) – None

3. Comptroller's report (information)

The only noteworthy invoice was for the employee DiSC Assessment.

Budget: 41.37% through the fiscal year, 97.39% of revenue is in, and expenditures are at 36.11%.

Kyle asked about how much the water main break repair from yesterday will cost. The library is not yet sure what the cost will be yet.

4. Consent Agenda (Action)

- a. Approval of the minutes**
- b. Approval of the financial report**
- c. Approval of the invoices**

5. Items pulled from the consent agenda for discussion (Action)

Sarah's name is spelled wrong in the minutes.

Kyle motioned to approve the consent agenda with the correction to the spelling of Sarah's name in the minutes. Sarah seconded; motion passed unanimously.

6. President's Report (information)

There was a meeting to determine officer nominations for the upcoming Library Board elections. The group decided to keep everyone in the same position they are currently holding.

7. Old Business – None

8. New Business

a. Report, discussion, and decision regarding a Study Room Policy

Jennifer reported that with the addition of a new study room, staff requested an official policy for study rooms. The library doesn't offer reservations for study rooms, which are increasing in popularity. An official policy will help when patrons question study room rules.

Discussion of rewording parts of the policy to make it stronger.

Connie motioned to approve the Study Room Policy with the discussed changes, Amber seconded; motion carried unanimously.

b. Report, discussion and decision regarding a Programming Policy

Jennifer reported that the library is getting more programming requests from the public. For example, many local authors want the library to host their book launches.

Jennifer presented a proposed form that would go on the library's website for patrons to suggest programs.

Discussion of the type of requests the library receives. The idea was discussed of having a local author event every year.

Amber asked if the statement about photographs and videos being taken has been vetted by legal. Creston said it's been looked at before, and since it's a public space, there is no privacy expectation in terms of video and photography.

Discussion of wording changes to the policy to make it clearer and more consistent.

Kyle motioned to approve the Programming Policy with discussed changes, and Brittany seconded; motion carried unanimously.

c. Report and discussion regarding the 2026 Budget

The library's budget must be returned to finance by August 1. Next month, Jennifer will have a budget to present to the board.

Jennifer asked what the board would like to achieve in 2026. She suggested the library work on a strategic plan. She asked the board to think about what they would like to achieve.

Jennifer would like to continue updating job descriptions.

On Tuesday, Jennifer and Emily are meeting with Neighborhood Services and a rep from Garland Roofing to discuss a new roof.

Brittany inquired about the statement in the City of Greenfield 2026 Operating Budget Request Program Summary & Goals document provided by Jennifer, which lists the 2023

daily operational cost as \$0.11. Jennifer clarified that it is \$0.11 per Greenfield resident per day.

9. Library Director's Report (Information)

Jennifer provided a list of what other libraries in MCFLS are charging for late fines as a follow-up to the recent policy change to go fine-free.

She also included a confirmation email for the library to rent a Pigeon costume in December.

Whitnall Rotary donated \$200 to the library for the Summer Reading Program. Jennifer will speak to the Rotary Club in July.

Emily reported that the Summer Reading Program is in full swing. So far, the library is at 49% of the 2024 Summer Reading Challenge participants. The Summer Reading Program events have been well attended.

Sue reported on the upcoming Milkmen Game fundraiser. She's sent out several donation letters to local businesses. Greenfield Education Foundation is participating, but Whitnall School District is not participating in the fundraiser because they couldn't find volunteers and kids who were interested in helping. There was some confusion about whether kids participating in on-field activities (ex. Choir singing the National Anthem) would have to buy tickets to the game. Sue is seeking volunteers from the Library Board to assist with the game, solicit donations from local businesses, or help distribute the fundraiser flyer. Connie and Creston will help at the game and Kyle and Sarah will help pick up donations. Amber presented the idea of making a gift card tree. Library Board members would contribute to the tree, either with money or a gift card.

10. New items for placement on the next agenda (Information) - none

11. Next Meeting: July 17, at 6:30 PM

12. Adjournment (Action).

Connie motioned to adjourn at 8:00 p.m., and Creston seconded. The motion carried unanimously.