



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, October 16, 2025, 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 6:36 p.m.

On roll call in attendance were Brittany Haiser, Kyle Sundby, Connie Hughes, Creston Flemming, Amber Lococo, Marie Cardenas, and Sarah Dunmire joined online at 7:11 p.m.

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

2. Public comment (information) – 5-minute limit - none

3. Comptroller's report (information)

Brittany reported that it is through the third quarter, and the library is at 98.78% of revenues received and at 69.85% of expenditures for the year. The library is 5% under the budget for how far we are through the year.

Accounts payable invoices of note: MCFLS Ecommerce bill of \$1,289.27 and Professional Safe & Lock bill for a keypad lock installation of \$2,260; everything else was routine.

4. Consent Agenda (Action)

- a. Approval of the September 18, 2025, minutes**
- b. Approval of the September 2025 financial report**
- c. Approval of the September 2025 invoices**

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

Brittany noted to add to the September minutes that she was excused from the meeting.

Connie motioned to approve the consent agenda as amended and Brittany seconded; motion passed unanimously.

6. President's Report (information) – none

7. Old Business

a. Report and discussion regarding the 2026 budget.

Jennifer reported that nothing has changed. A public hearing is next month to approve the budget.

8. New Business

a. Report, Discussion, and Decision regarding a Social Media Policy

Jennifer reported that staff requested a social media policy, as online engagement from patrons increases. Jennifer presented a proposed Social Media Policy. Legal looked through it and were comfortable with it. Brittany suggested clarifying language. Marie suggested adding that if someone tags the library, the library may share their post.

Creston moved to approve the Social Media Policy as amended and Connie seconded; motion passed unanimously.

b. Report, Discussion, and Decision regarding a Submission Policy for Authors & Publishers

Jennifer reported that the library receives a lot of authors asking to add their book to the collection. She presented a proposed Submission Policy for Authors & Publishers. Brittany suggested changes to the wording.

Brittany motioned to approve the Submission Policy for Authors & Publishers as amended and Kyle seconded; motion passed unanimously.

c. Report, Discussion, and Decision regarding the purchase of a train table from 3Branch

Jennifer reported that the Children's Library train table needs to be replaced. She would like to replace it with a heavy-duty table that can withstand substantial use. She proposed buying a train table from 3branch for \$3,700, that will be more durable than standard tables and stand up to heavy use. There is money left in the 2025 budget for this purchase.

Marie motioned to approve the purchase of a train table from 3Branch and Kyle seconded; motioned passed unanimously.

d. Report, Discussion, and Decision regarding a request for programming about the Birthday of America and the Constitution

Jennifer reported that she asked for programming ideas for other librarians on a list serve. She came up with three ideas that will appeal to Greenfield patrons. The Children's department will have a 250th birthday party for America in July. Jennifer secured a traveling exhibit about Alexander Hamilton June 29-July 24, 2026. She also

booked a Historic Mothers presentation in April. The library will commit \$1300 to these programs.

Brittany motioned to approve the programming about the Birthday of America and the Constitution, and Connie seconded; motion passed unanimously.

9. Library Director's Report (Information)

The library's 2027 MCFLS member reserve fund payment will be \$96,261.

LDAC agreed to invest more money into a system-wide Overdrive Advantage Lucky Day Collection. The library will contribute \$100,000 to this in 2026. There are 5 MCFLS libraries continuing with Hoopla in 2026: Milwaukee Public Library, West Allis, Wauwatosa, Whitefish Bay, and Shorewood. The other libraries are ending their Hoopla subscriptions.

Garland won the bid for the roof replacement project, which started this week. This project is funded with capitol project money from the city.

A \$6,956.19 bill from Mid City Corporation for repairing the water main break in the library's back parking lot in June arrived.

The library's Network server needs to be replaced.

The library has been invited to be on a tv show called What's Brewing Milwaukee on October 29 to discuss the paranormal speaker coming to the library. Jennifer and Phil will represent the library.

ShurClean cleaned the carpets and the basement floors last week.

Total Circulation is up 5.5% compared to 2024 at this time.

Author Max Brallier is coming to the library on November 11 for an event.

The Lazer Tag after hours event went well.

Konkel Park has a story walk. The rec department is working with the school district and the library to install two more story walks.

The library has replaced Ideal Mechanical for the library's heating and cooling maintenance since they weren't following through on their service agreement with the library. The library will now have a preventative maintenance contract with Dillet Mechanical.

Jennifer learned how to change the hours on the lighting system. Dennis from IT will be involved in programming the system.

The library furniture reupholstery project is continuing. They are moving the L shaped couch that was in the Community Room upstairs near the magazines.

The library needed to replace the bubbler next to the Circulation Desk, which came to \$3300.

Byte Bridge raised their price to \$3500 to reestablish the Friends of the Library 401c status. The library could start over and get a new number instead of reinstating the old number. Need to think about if a Friends Group is needed.

Emily reported that after the collapse of the library's main book vendor, Baker and Taylor, staff have been trained on the new book vendor, Ingram. The transition is going smoothly. The fall book sale is this weekend.

Programming for the winter and spring is planned. Librarians were asked to do one new program.

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

11. Next Meeting: November 20, 2025 at 6:30 PM

12. Adjournment (Action).

Connie moved to adjourn at 7:48 p.m. and Kyle seconded; motion passed unanimously.