

GREENFIELD PUBLIC LIBRARY BOARD
Thursday January 18, 2018 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Minutes

1. The meeting was called to order by Ms. Czaplewski, at 6:35 pm. On a roll call, the following were in attendance:
Ms. Czaplewski
Mr. Gagliano
Ms. Knasinski
Mr. L'Amie
Ms. O'Brien
Ms. Ryan
Ms. Waldoch

Ms. Anderson, Ms. Bruhn and Ald. Lubotsky were excused.
2. Approval of the minutes of the November 16, 2017 meeting (Action): On a motion by Ms. Ryan, seconded by Mr. L'Amie, the minutes of the November 16, 2017 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for November and December 2017 (Action): 100.97% of the revenues for the year have been posted to the library's account by December 31, and 100.41% of expenditures have been made, with a few payments still being worked out. Ms. Ryan moved to approve the financial reports and Mr. Gagliano seconded. All voted in favor.
5. Approval of the November and December 2017 bills presented for payment (Action): There was a capital budget expense in November of almost \$1,200 for the phone system, but this expense might be in error and will be checked. Major bills in November included book purchases, while December expenses included a \$7,000 subscription to an online database; book purchases went down that month, though, as they always do in December. Ms. Czaplewski moved to approve the bills for payment (with a notation to check the potential error); Ms. Ryan seconded. On a roll call vote, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, Ms. Ryan and Ms. Waldoch voted in favor; none voted against nor abstained.
6. President's Report (Information). Michelle Boening, Ms. Czaplewski's sister, has joined the West Allis Public Library Board.

7. Committee Reports (Action):

- a. Legislative & Policy Committee Report and Recommendations: Scheduled a (tentative) meeting date for Thursday March 1 at 6:30 pm.
- b. Marketing & Community Relations Committee Report and Recommendations: Has met several times and discussed fundraising ideas for the library. The committee members all agreed to a proposal for an event called "Books in Bloom" on August 18, 2018. Area florists will be invited to create a floral arrangement based on a book they select. The committee hopes for 12 florists, with judging of entries as well as selected reading lists. The Parks and Recreation Department, or the Beautification Committee, could act as judges, with public ballots accepted too. The event would also involve up to 10 home and garden vendors in the community room. The purpose of the event would be both "fundraising" and "friendraising." Vendors would be charged a fee, and families would be invited to make a donation. Ms. Ryan moved to approve planning a "Books in Bloom" event, and Mr. L'Amie seconded. All voted in favor.
- c. Budget & Finance Committee Report and Recommendations: Will meet soon, nearer to the time of budget planning.
- d. Human Resources Committee Report and Recommendations: A meeting for February or March is needed; committee members will be polled to determine a date.
- e. Building Committee Report and Recommendations: Scheduled a (tentative) meeting date for Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Review of 2018 operating and capital budgets (Information). There is a 3.3% increase in revenues (\$45,000) between 2017 and 2018. All staff are receiving a 2% cost of living increase. The server project is finished and is running smoothly. The digital video surveillance system is being installed at a slight cost overrun due to the need for an outside firm to handle the cable installation. This system is expected to last 15-20 years and will be more useful to law enforcement as well, subject to library privacy and confidentiality policies. 2018 will see great progress on the HVAC system too; the new firm has the expertise to address the problems with it within budget. Capital budget funding has been approved for the HVAC equipment, emergency door frames, a credit card and automated cash register system, and 4 computer carrels and chairs.

9. New Business (Information). Ms. Waldoch will be leaving the board at the end of her term. The recruitment for a new board member will begin in April.

10. Continuing Trustee Education (Information): None.

11. New items for placement on next agenda (Information): None.

12. Next Meeting (Information): February 15, 2018 at 6:30 pm.
13. Library Director's Report (Information). Detailed Director's Reports had been prepared in the past; would like to focus now on areas of specific interest to each board member. Suggestions included circulation numbers with visual graphs, the library's annual report, trends in the use of materials and online resources, ideas from the library suggestion box, budget issues with perhaps an expert to present the main points, and the library's selection policy for books and DVD's. In addition, a SWOT analysis (strengths, weaknesses, opportunities and threats) is always relevant.
14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Mr. Gagliano, the meeting adjourned at 7:42 pm.

Minutes respectfully submitted by Mary Knasinski.