

GREENFIELD PUBLIC LIBRARY BOARD
Thursday February 15, 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. Anderson
Ms. Bruhn
Ms. Czaplewski
Mr. Gagliano
Ms. Knasinski
Ald. Lubotsky
Ms. O'Brien
Ms. Waldoch

Mr. L'Amie and Ms. Ryan were excused.
2. Approval of the minutes of the January 18, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Waldoch, the minutes of the January 18, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for January 2018 (Action): Revenues are at zero for the start of the year, while expenditures were at 5%, including a few left over from December. Ms. Czaplewski moved to approve the financial reports and Ms. Bruhn seconded. All voted in favor.
5. Approval of the January 2018 bills presented for payment (Action): There were two large capital budget expenses during the month: HVAC system repairs and the new digital security system, with eight additional cameras now (40 as compared to the old 32.) To note in accounts payable, there were charges for Cisco Networking equipment and Untangle (library firewall.) The library is now taking bids from other janitorial firms so the charge for Gibb is now month to month instead of annual. Ms. Czaplewski moved to approve the bills for payment, and Mr. Gagliano seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Mr. Gagliano, Ms. Knasinski, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.
6. President's Report (Information). None this month.
7. Committee Reports (Action):
 - a. Legislative & Policy Committee Report and Recommendations: Will meet Thursday March 1 at 6:30 pm.

- b. Marketing & Community Relations Committee Report and Recommendations: Joan Stevens of the Greenfield Beautification Committee has agreed to serve as a judge for the Books in Bloom event; the plan is to have a panel of three judges, and the mayor was invited as well as a representative from the Parks and Recreation department. Two florists have already expressed interest in participating, and ten additional requests have been sent out.
- c. Budget & Finance Committee Report and Recommendations: No meeting scheduled yet.
- d. Human Resources Committee Report and Recommendations: Will meet Thursday February 22 at 6:30 pm.
- e. Building Committee Report and Recommendations: A meeting is scheduled for Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Report on library staff workgroup formed to plan, coordinate and oversee a used children's book drive and fundraiser to purchase new books – the proceeds and donations to stock the "Little Libraries" during the summer (Information). Ms. O'Brien asked library professional staff members if they'd like to help out with this project and they agreed. It is scheduled for April or May, with book distribution in summer.

9. New Business (Information).

- h. Presentation of the Wisconsin 2017 State Annual Report, and discussion and decision whether to endorse the report for the President's signature (Action). The report covers all aspects of library operations and measures. Some highlights include number of books owned (78,614, which is fewer than in 2016 because of culling,) expenditures on materials (\$89,665), and audio items owned (47,660 for electronic download and over 10,000 physically in the building.) The number of downloadable items grew rapidly due to the Overdrive system, while purchased items stayed level. The library owns about 8,000 video items, with video downloadables not growing as rapidly as they did for audio.

Revenues included municipal funding (\$1.12 million,) and state funding through reciprocal borrowing payments. Items checked out totaled 268,000, down from about 330,000 in 2011. The library visitor counts (170,000 per year) have been fairly stable since 2011, however. Wi-Fi sessions (30,507) have now exceeded the number of sessions using the library's desktop computers (about 25,000.)

On the employment side, the FTE (full time equivalent) total is 16.62, of which half are full time employees. Circulations to Greenfield residents are lower than that to nonresidents but are moving up. E-book checkouts have dramatically increased since 2011, to 10,662. Library programs for children have also increased dramatically since 2011 (to 326 from 141.) Attendance has increased for children's programs as well as adult programs. The Director was able to answer "yes" to all of the points on the

“Assurance of Compliance” checklist. Ms. Knasinski moved to have the Board President endorse the report; Ms. Bruhn seconded. All voted in favor.

- i. Discussion and decision whether to endorse a “Statement of System Effectiveness” to accompany the Wisconsin 2017 Annual Report (Action). The statement reads “Did the library system provide effective leadership and adequately meet the needs of the library?” Ms. Czaplewski moved to endorse the statement “Yes, the library system provided effective leadership and adequately met the needs of our library”; Ms. Knasinski seconded. All voted in favor.

10. Continuing Trustee Education (Information). None.

11. New items for placement on next agenda (Information): Ms. O’Brien would like to present more detailed profiles of library usage.

12. Next Meeting (Information): March 15, 2018 at 6:30 pm.

13. Library Director’s Report (Information). None.

14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Waldoch, the meeting adjourned at 7:26 pm.

Minutes respectfully submitted by Mary Knasinski.