

**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday March 15, 2018 6:30 P.M.**  
**2<sup>nd</sup> Floor Conference Room**  
**5310 W. Layton Ave. Greenfield**  
**Minutes**

1. The meeting was called to order by Ms. Czaplewski, at 6:34 pm. On a roll call, the following were in attendance:  
Ms. Anderson  
Ms. Bruhn  
Ms. Czaplewski  
Ms. Knasinski  
Mr. L'Amie  
Ald. Lubotsky  
Ms. O'Brien  
Ms. Waldoch  
  
Mr. Gagliano and Ms. Ryan were excused.
2. Approval of the minutes of the February 15, 2018 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the minutes of the February 15, 2018 meeting were approved as presented.
3. Public comment (Information). None.
4. Acceptance of the Financial Reports for February 2018 (Action): At 16.6% of the fiscal year completed, revenues on several lines are ahead of schedule. 14.74% of revenues have been expended. 95.2% of the MCFLS annual charge has been paid, and some supplies and new equipment were purchased that had been postponed from last fall. The sewer bill was significantly higher than last year and Ms. O'Brien will try to determine the reasons for this difference. The library provides the cleaning supplies and equipment to the janitorial firm, Gibb, and it may be able to negotiate a lower bill because of this. Ms. Czaplewski moved to approve the financial reports and Ald. Lubotsky seconded. All voted in favor.
5. Approval of the February 2018 bills presented for payment (Action): Capital expenses for February consisted of \$2,741 for continued HVAC system repair work. Accounts payable included book purchases, a \$27,480 MCFLS 2018 automation charge, and a charge for participation in the Overdrive system. Ms. Czaplewski moved to approve the bills for payment, and Ms. Anderson seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.

There was also one correction to the January 2018 account, regarding the billing for the installation of 40 security cameras. The charge needed to be switched from a

capital budget expense to an operating budget line for that month. Ms. Czaplewski moved to make this correction to the capital budget/operating budget for January 2018 and Ms. Bruhn seconded. All voted in favor.

6. President's Report (Information). None this month.

7. Committee Reports (Action):

a. Legislative & Policy Committee Report and Recommendations: The committee met on March 1.

i. Recommendation to adopt the Record Retention Policy (Action). The committee recommends that the library adopt the Department of Public Instruction and the State of Wisconsin Public Records Board general records schedule of retention and disposal. The DPI has created this schedule, with a different policy for different types of documents. Ms. Czaplewski moved to adopt the Record Retention Policy; Ms. Anderson seconded. All voted in favor.

ii. Recommendation to adopt the MCFLS Bed Bug Response Policy (Action). All the public libraries in MCFLS agree on the importance of responding quickly and effectively to potential contamination. They have proposed a set of specific guidelines to use when addressing this problem, including how to treat contaminated materials and contact the borrowers and the other libraries. Ms. Czaplewski moved to adopt the policy; Ald. Lubotsky seconded. All voted in favor.

iii. Recommendation to reaffirm the Disruptive Behavior Policy (Action). This policy addresses many types of prohibited behaviors on library premises, including loud or threatening language and activity, blocking access, possessing weapons, using tobacco products or bringing alcohol or illegal drugs into the library, bringing non-certified animals into the library, using skateboards, or sleeping in the library (because of the possibility of a medical emergency.) Ms. Knasinski moved to reaffirm the Disruptive Behavior Policy; Ms. Bruhn seconded. All voted in favor.

iv. Recommendation to reaffirm the Limited Public Forum Policy (Action). The library's bulletin boards and literature racks are to be used for notices of educational and other local civic events. They may not be used for personal business notices or ads, or for political literature and postings by political campaigns. The newsletters of currently elected officials are allowed, as are state maps with elected officials' photos. The policy also has some exceptions for election days. The Limited Public Forum portion of the policy specifies that the Library has established itself as a "limited public forum" wherein public speech, literature distribution, and signature collections are allowed-- limited as to the time, place and manner so as to not disrupt the business of the library. Ms. Czaplewski moved to reaffirm the Limited Public Forum policy; Mr. L'Amie seconded. All voted in favor.

- 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:
  - i. Board to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility (Action). Ms. Czaplewski moved to go into closed session; Mr. L'Amie seconded. On a roll call vote, Ms. Anderson, Ms. Bruhn, Ms. Czaplewski, Ms. Knasinski, Mr. L'Amie, Ald. Lubotsky, and Ms. Waldoch voted in favor; none voted against nor abstained.
    - a. Report, discussion and decision regarding the Library Director's goals, performance evaluation and compensation.
    - b. Report, discussion and decision regarding an employee compensation study.
    - c. Report, discussion and decision regarding the Library Longevity Policy.
  - ii. Adjourn closed session and reconvene into open session (Action). Ms. Czaplewski moved to reconvene into open session; Ms. Bruhn seconded. All voted in favor.
  - iii. Report out of closed session of actions taken (Action). The Library board approved the Director's 2018 goals and a 2% salary increase for March 2018 to February 2019. The board asked the Director to request bids for a compensation study for library employees, and it approved modifications to the library Longevity Policy which awards length of service gifts.
- e. Building Committee Report and Recommendations: Will meet on Thursday March 29 at 6:30 pm.

8. Old Business:

- g. Report on current planning for a children's used book drive and fundraiser to purchase new books to fill the "Little Libraries" at Greenfield elementary schools this summer (Information). There will be a Scholastic Tabletop Book Fair starting on April 15, succeeded by an Usborne Book Fair on May 1 for three weeks. The theme for the fundraising campaign is "Feed the Need to Read."
- h. Report, discussion and decision regarding reactivating the Ad-hoc Art Enhancement Committee (Action). The process of looking into purchasing art works for the lobby had started but not continued. There is now a chance that the library could receive funds for a matching grant to help with a Go Fund Me-type of campaign. The board discussed whether the artwork would be installed

only in the lobby or throughout the entire library. There is interest in reactivating the committee and calling a meeting, and also in trying to solicit corporate donations. Ms. Czaplewski moved to reactive the committee; Mr. L'Amie seconded. All voted in favor.

9. New Business (Information).

- i. Continuing Trustee Education (Information). None.
- j. Report on historical trends in staffed reference desk utilization by library patrons from the 1990's to the present (Information). Ms. O'Brien shared a visual representation of the library's 2017 annual report, and then discussed a chart which showed that reference transactions reached 40,600 in 1998 at the start of the Internet age, fell to 24,400 in 2004, rose to 32,084 in 2009 at the time the new library building opened, and then fell to 21,983 in 2016 and 20,410 in 2017.

10. New items for placement on next agenda (Information): Ms. O'Brien would like to share some library patron suggestions with the board.

11. Next Meeting (Information): April 19, 2018 at 6:30 pm.

12. Library Director's Report (Information). None.

13. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Mr. L'Amie, the meeting adjourned at 8:27 pm.

Minutes respectfully submitted by Mary Knasinski.