

GREENFIELD PUBLIC LIBRARY BOARD 1.19.23

January 19, 2023 at 6:30 pm.

Approved Minutes

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:35 pm.

On roll call, in attendance were Ms. Bruhn, Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ms. Lococo, Ms. Mendoza and Ald. Saryan.

Excused was Ms. Cardenas

Also present in person: Ms. O'Brien

2. Approval of the December 1, 2022 Library Board Meeting Minutes:

Motion to approve the minutes made by Mr. Flemming, seconded by Ms. Mendoza.

Motion carried.

3. Public Comment:

Mr. Fleming passed on a public comment he received regarding the Library closure in December due to an extreme weather hazard. The patron comment was that the Library should have stayed open during the extreme weather since it has acted as a designated warming center in the past. Ms. O'Brien stated that it is a difficult balance to decide if the Library should close early or adjust hours during inclement weather. She mentioned that one consideration that must be taken into consideration during extreme weather conditions is DPW's ability to ensure that sidewalks and parking lots can be kept cleared and safe for the public to use. Also factored in is the ability of library personnel to properly staff the building and have safe travel to and from work to do so. During the December closure, DPW administrators were consulted. They were not able to guarantee safe conditions of library parking lots and sidewalks could be maintained as their crews were needed to maintain safe travel on major roadways in the city for emergency responses and public safety.

4. Acceptance of the Financial Report for December 2022

Treasurer report given by Mr. Flemming. He presentation the year- end budget performance report.

Ms. O'Brien explained that donations pushed up the revenue line; and that health insurance and salary amounts were down due to changes in staffing. Costs of the art mobile, though paid for by private donations, were entered into the performance report under printing costs and impacted the budget lines.

Motion to approve the financial report for December 2022 by Ms. Bruhn, seconded by Ms. Lococo.

Motion carried by unanimous vote.

5. Approval of the December 2022 bills presented for payment.

Presentation given by Mr. Flemming. Highlights included plumbing costs for replacement of 2 public toilets and repair of an external hose bib. Pieper Power expenses were for repair of an HVAC water pipe leak adjacent piping to the new boiler work.

Motion to approve the December bills as presented by Mr. Fleming, seconded by Mr. L'Amie.

Motion carried by roll call vote, with unanimous approval.

6. President's Report - No report given.

7. Committee Reports:

- a. Legislative & Policy Committee - Did not meet
- b. Budget & Finance Committee - Did not meet
- c. Human Resources Committee - Did not meet
- d. Marketing and Community Relations Committee - Did not meet
- e. Building Committee - Did not meet
- f. Ad-Hoc Succession Committee - Met January 5, 2023.

The Ad-Hoc Succession Committee gave the board an overview of its first steps and review of what needs to be done to create a succession plan. More information will follow as the committee gets further into plan development.

8. New Business:

- a. Review and analysis of the library's year-end 2022 financial statement. Report presented by Ms. O'Brien. Highlights include a new revenues lines for Donations - Enhancement Projects where income revenue for donations will be entered. There is also a new expense line under Enhancement Projects where expenses for projects will be tracked. As the donations are included in the Revenue and Expenditure Report, donations and their income will now need to be subtracted from the end fund balance to show an actual balance of the working budget.

Ms. O'Brien also provided the board with the Pool Page from Dec. 22 for LGIP as a review and overview and comparison for informational purposes.

9. Old Business:

- a. Report, discussion and decision whether to move forward with several library improvement projects to be funded through donations.

Ms. O'Brien informed the board that another generous donation was received in January from a donor to be used toward the children's garden and pergola patio project. The current fundraising gap for the project is \$75,000, not including the already secured funding totaling \$30,000.

Following discussion of the costs of the pergola patio project and the children's learning lab-- both larger projects-- it was decided to table the children's learning lab until the full extent of donations is known and to investigate further for this project.

Motion made by Ms. Haiser and seconded by Ms. Mendoza to approve spending of \$50,000 of library funds toward the pergola patio project, if the donor would want to provide an additional \$25,000 in funding. The hope is that the project can begin in the spring. On a roll call vote the motion passed with unanimous approval.

Ms. O'Brien will reach out to the donor to see if any additional funding toward the pergola & patio would be available. Report will follow next month.

b. The 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 governmental body has jurisdiction or exercises responsibility. (Director's contract, goals and salary).

c. Motion by Ms. Bruhn, seconded by Ms. Mendoza to move into closed session.
Roll call vote with unanimous approval.

d. Adjourn closed session and reconvene into open session.
Motion by Ms. Bruhn, seconded by Mr. Fleming to adjourn closed session and reconvene in open session.
Roll call vote with unanimous approval.

e. Report out of closed session of actions taken.
Ms. Bruhn reported that the Library Board voted to approve the goals presented by Ms. O'Brien, and renewed a 1- year contract with her, including a 2% raise over her 2022 salary.

10. Library Director's Report:

Report and discussion of Winter/Spring Programming

Ms. O'Brien reviewed the winter/spring programming happening at the library through a Flip Book on the Library Website.

Ms. O'Brien presented information regarding the Cloisters of Greenfield Condominium Association's use of books for its book club. Currently the association's activity director checks out on the first of each month 15 copies of the newest "Book of the Month". Her concern is that this will limit the number of copies available to all other library patrons. Ms. O'Brien proposed that the Cloisters book club representative could check out 15 copies of "Book of the Month" titles following a waiting period of several months. The board was happy with this resolution. Update on this situation will be discussed next month.

11. New items for placement on the next agenda: None presented at this time.

12. Next meeting: February 16, 2023 at 6:30 pm.

13. Adjournment:

Motion to adjourn by Ms. DeWitt, seconded by Ms. Bruhn.
Meeting was adjourned at 8:26 pm

Minutes respectfully submitted by Susan DeWitt 2/7/2023

GREENFIELD PUBLIC LIBRARY BOARD
THURSDAY, FEBRUARY 16, 2023 AT 6:30PM
APPROVED MINUTES

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:35 pm.

Present: Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ms. Lococo and Ald. Saryan.

Also present in person: Ms. O'Brien

Excused: Ms. Mendoza

2. Approval of the January 19, 2023 Library Board Meeting Minutes:

Motion to approve the minutes by Mr. L'Amie, seconded by Ms. Bruhn.

Ms. DeWitt noted two word corrections to be made.

Motion carried with corrections.

3. Public Comment: None

4. Acceptance of the Financial Report for January 2023.

Treasurer report given by Mr. Flemming. Presentation reported that property tax monies received into the budget report. The 2022 year-end budget shows some costs were lower than anticipated so the fund balance for the carrying over into 2023 looks good.

Motion to approve the financial report by Mr. Flemming, seconded by Ms. Cardenas.

Motion carried by unanimous vote.

5. Approval of the January 2023 bills presented for payment.

Presentation given by Mr. Flemming, reporting the purchase of Deep Freeze software for public computers and purchase of the 2023 World Book Encyclopedias. Other large January expenses noted were a 5- year fire suppression sprinkler test performed by Certasite, and Untangle (firewall) protection. The 5-year inspection is a new state inspection requirement.

Motion to approve bills as presented by Ms. DeWitt, seconded by Ms. Haiser.

Motion carried by roll call vote, with unanimous approval of those present.

6. President's Report - Ms. Bruhn presented board with an article entitled "The Future of Libraries" by Nikki DeMarco, BookRiot.com, January 18, 2023.

Ms. Bruhn asked board members to review this article at their leisure.

7. Committee Reports:

- A. Legislative & Policy Committee - Did not meet
- B. Budget & Finance Committee - Did not meet
- C. Human Resources Committee - Did not meet
- D. Marketing and Community Relations Committee - Did not meet
- E. Building Committee - Did not meet

- F. Ad-Hoc Succession Committee—meeting postponed due to inclement weather conditions.

8. New Business:

A. Report, discussion and decision whether to approve a proposal to update the dress code portion of section 7.A of the Employee Handbook to allow library logo casual attire on some occasions. Ms. O'Brien presented the board with a logo attire proposal formulated by staff which they request be approved for casual attire while on duty. Following discussion, the board approved the items presented as appropriate attire for library personnel. The board also approved the changes proposed for the employee handbook reflecting use of the library logo attire.

Motion to approve by Ms. Haiser, seconded by Ms. Cardenas.
Motion carried by unanimous approval.

B. Report, discussion and decision whether to approve the 2022 State Library Annual Report Draft.

Ms. O'Brien gave a review of the draft report. Highlights included a relatively low library card registration number given the City's population; youth computer usage numbers for 2022 are still low due to the library curtailment of computer use for children and teens during the pandemic. New computer services for youth and teens were launched in November 2022; technical limitations prevented collection of wi-fi usage. In-person programming numbers rebounded in 2022, surpassing previous years in many areas.

Motion by Ms. DeWitt, seconded by Mr. L'Aime, to approve the annual report and authorize Board President Bruhn to sign the annual report upon completion,
Motion carried by unanimous approval.

C. Report, discussion and decision whether to approve a 2022 "Statement of System Effectiveness" to accompany the Library Annual Report.

Following discussion, it was agreed that the MCFLS system did meet the needs of the library. On a motion by Ms. Bruhn, seconded by Mr. L'Amie, to approve the statement of system effectiveness in 2022 in the affirmative on the State Annual Report, the motion carried unanimously.

9. Old Business

A. Report, discussion and decision whether to move forward with a pergola and patio project to be funded through donations.

Ms. O'Brien reported that a donor has agreed to contribute \$25,000 needed to complete funding for the library's pergola and patio project. In January 2023 the board approved spending of \$50,000 of donated library funds on the project if additional \$25,000 of donated funds were raised.

There was a motion to approve the project by Ms. DeWitt, seconded by Mr. L'Amie, and to move the project forward toward spring 2023 installation. The motion was approved unanimously on a roll call vote of those present.

Ms. O'Brien reported that the larger donation that the library anticipated from another donor will be sizably smaller than anticipated. Communication from the attorney for the donor's estate indicated that the final check to the library is anticipated to be approximately \$50,000, making the total anticipated contribution approximately \$100,000.

With this information the board decided to table the discussion of the hands-on learning lab at this time.

B. Report, discussion and decision whether to approve proposed changes to the Library Room Reservation and Use Policy to add an additional group type for "Wisconsin-based non-profit organizations and clubs which have members from and provide service to a geographic area larger than the City of Greenfield".

Ms. O'Brien reviewed the current Room Reservation and Use Policy document with the board. She recommended adding an additional group type that would be applied to Milwaukee metropolitan area-based non-profit organizations, groups and clubs. This group type reservation would require a deposit, and could reserve a room no earlier than 3 months prior to the event date. The fees charged would be \$25.00 per hour for the use of the Community Room, \$15.00 per hour for use of the Conference Room, \$25.00 for use of the audiovisual equipment, and \$100 for furniture set-up and takedown. Ms. O'Brien also proposed adjusting the requirements for group type 4, which applies to Greenfield-based civic & community organizations. To qualify for group type 4 fee rates, the majority of a group's board members or membership must reside in Greenfield, or the group must have an official address in Greenfield.

Ms. O'Brien also proposed new language defining group type 7, which applies to individual, private & commercial uses by Greenfield residents: in order to qualify for this group type, the host or honored guests of the private event must reside in Greenfield, or the commercial organization's official address must be located in Greenfield. Ms. O'Brien stated that these additions and adjustments to the language of the fee structure would assist staff in applying the correct group type room use fees, and clearly differentiate between individuals that reside in Greenfield or groups that serve primarily Greenfield residents from non-Greenfield residents and groups when they apply to reserve a room.

Motion to approve these proposed changes as presented by Mr. L'Amie, seconded by Ms. Cardenas.

Motion carried by unanimous approval.

10. Library Director's Report

- A. Ms. O'Brien stated that staff members referred a patron concern to her following the patron's visit to the library. When Ms. O'Brien spoke with the patron several days later, the patron requested clarification as to why the 2nd floor of the library is designated as an active area, which allows people to work together in groups and talk in normal voices, rather than as a quiet or silent area. The patron stated that she loves to sit on the 2nd floor near the beautiful windows and read, but her enjoyment and concentration is disturbed by other people talking. Ms. O'Brien explained to the patron that library board policy designated different areas of the library as silent areas, quiet areas, or active areas in an effort to meet the varying library use needs of all patrons. Ms. O'Brien reported that after she explained the policy, the patron requested the library board designate the 2nd floor as a quiet area instead of its current designation as an active area.

After discussion, board members noted that the 2nd floor could not be deemed a silent area as it was physically open to the noise from the lobby entrance and circulation desk below where staff members interact with patrons during checkout services. The Board consensus was that the patron has the choice to use the quiet or silent areas elsewhere in the library that are comfortable and have windows as well. Ms. O'Brien stated she will reach out to the patron again to offer her these options again.

- B. Ms. O'Brien reported that the prior concern of a Cloisters of Greenfield condominium association book club had been resolved in a manner that would meet the book club's needs while preserving fair access to all Greenfield residents to the current "Book of the Month" title: the library will launch a new multiple copy display designated "Book Club Suggestions" of very popular new titles. Library staff will set aside 15 copies of this "Book Club Suggestions" monthly title for the Cloisters book club. And several months after a title is taken off the "Book of the Month" shelf, 15 copies of that title will be made available to them.

11. New items for placement on the next agenda: None presented at this time.

12. Next meeting: March 16, 2023 at 6:30 pm.

13. Adjournment:

Motion to adjourn by Ms. Bruhn, seconded by Ms. Haiser.

Meeting was adjourned.

Minutes respectfully submitted by Susan DeWitt 3/6/2023

GREENFIELD PUBLIC LIBRARY BOARD
THURSDAY, MARCH 16, 2023 AT 6:30 PM
APPROVED MINUTES

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:34 pm.

On roll call, in attendance were Ms. Bruhn, Ms. Cardenas, Mr. Flemming, Mr. L'Amie.

Present via Zoom: Ms. DeWitt, Ms. Haiser, Ms. Lococo, Ms. Mendoza

Excused: Alderperson Saryan will arrive later if able (arrived 8:29pm).

Also present in person: Ms. O'Brien

2. Approval of the February 16, 2023 Library Board Meeting Minutes:

Motion to approve the minutes by Ms. DeWitt, seconded by Ms. Bruhn.

Motion carried with unanimous approval.

3. Public Comment: None

4. Acceptance of the Financial Report for February 2023.

Treasurer report given by Mr. Flemming and Ms. O'Brien. Ms. O'Brien provided a reprint of the Revenue and Expenditure Report ending 3/31/23 showing a new format where general donations and enhancement projects will be included. Ms. O'Brien explained that year-end balances in these lines will not carry over to the next year. Mr. Flemming reported that with current expenditures of only 13.6% so far this year we are looking good.

Motion to approve report as presented by Mr. Flemming, seconded by Ms. Cardenas.

Motion carried by unanimous approval of those present.

5. Approval of the bills presented for payment for March.

Report given by Mr. Flemming and Ms. O'Brien. Highlights and larger expenses included the annual MCFLS Automation invoice for \$27,953, which is billed separately from MCFLS pass-through costs for Overdrive, Overdrive Advantage, Brainfuse & Hoopla digital and online resources.

Another larger expense was from Ideal Mechanical for some HVAC work to turn up the boilers to address noted cold spots in the library. The adjustment appears to have addressed the issue and made the library more comfortable for staff. Mr. Flemming asked if there could be a spring inspection of the boilers and HVAC to be more proactive in the care of the new boilers as well as the HVAC system.

Motion to approve the bills presented for payment by Mr. L'Amie, seconded by Ms. Mendoza.

On a roll call vote, the motion carried with unanimous approval.

6. President's Report:

Report and discussion of board term expirations on July 1 and members' possible

reappointments for another term. Board President Bruhn noted that there were two board members – Ms. Cardenas and Ms. Lococo-- whose terms would expire on 7/1/23. Both members expressed interest in continuing on the board for another term. Alderperson Saryan also has her term expiring on 4/1/23 and an appointment for Aldermanic Representative will take place at the next council meeting.

7. Committee Reports:

- A. Budget & Finance Committee - Did not meet
- B. Building Committee - Did not meet
- C. Human Resources Committee - Did not meet
- D. Legislative & Policy Committee - Did not meet
- E. Marketing and Community Relations Committee - Did not meet
- F. Ad-Hoc Succession Committee - Met.

(Discussion of this meeting to follow later in the agenda in closed session.)

8. Old Business:

- A. Report, discussion and decision whether to approve the design, fabrication and quote of the pergola and patio project from La Rosa Landscaping Company Inc.

Guest speaker Chuck Meyers from La Rosa Landscaping Company was present to discuss the proposed project and answer any questions the board may have. Mr. Meyers discussed the updated plan in detail, the scope of which has been expanded from the initial proposal. He described the materials to be used and the building process including preparation of the site through completion. At this time Mr. Meyers suggests a time frame of 23-25 days for a 3-person crew to complete the project. He also presented 3D drawings of several vantage points and discussed options like wall seating height, lighting, and landscaping. Ms. O'Brien stated that the City would need to approve the proposal prior to any implementation to address any safety or design issues. No action taken by the Library Board at this time. The board agreed to review the project at a later date.

- B. Report, discussion and decision whether to approve the expenditure of an additional \$35,000 from the fund balance for 15 automated bins to accompany the new automated materials handler (AMH) sorter being purchased for summer installation.

Ms. O'Brien announced the acceptance of the bid from FE Technologies for purchase of the Bookmatic AMH Sorter. She explained that \$185,000 of capital funding for this project had been set aside over several years. Ms. O'Brien requested approval for an additional purchase to go along with the sorter of 15 automated bins that would

maximize ergonomic features for staff safety, and decrease damage to returned materials. Questions were asked of Ms. O'Brien about the bins' battery life span, and battery warranty and replacement costs. It was agreed she will gather the additional information requested.

There was a motion by Ms. Bruhn, seconded by Ms. Cardenas, to authorize a combined Budget & Finance and Building Committee meeting on April 6th to consider the additional information Ms. O'Brien will provide; and authorize the committee members to make a decision on the Library Board's behalf authorizing purchase of the 15 automatic bins should they deem it appropriate. This would allow Ms. O'Brien to meet the pre-production deadlines while still allowing some time for further research. Motion carried by roll call vote and unanimous approval of those present.

9. New Business

- A. 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 governmental body has jurisdiction or exercises responsibility.

Motion to move into closed session by Ms. Bruhn, seconded by Mr. Flemming.

On a roll call vote, the motion carried unanimously.

- B. Adjourn closed session and reconvene into open session (Action).

A motion by Ms. Bruhn, seconded by Ms. Mendoza to adjourn closed session and reconvene into open session.

Roll Call vote by unanimous approval by those present.

- C. Report out of closed session of actions taken.

Ms. Bruhn reported that the Board authorized Ms. O'Brien to proceed as instructed.

Aldersperson Saryan joined this meeting at 8:29 pm.

10. New items for placement on the next agenda

- A. Information about Electric Vehicles advocacy group Drive Smart Wisconsin

11. Next Meeting is scheduled for April 20, 2023 at 6:30pm.

12. Library Director's Report:

- A. State DPI Annual Report - review of 2022 performance measures in a historical framework, and recovery trends from Covid-19 service and revenue downturns.

Ms. O'Brien provided a spreadsheet showing details of library statistics and trends from 2011 to present. Items of note: Regarding post-pandemic recovery of service volume, Greenfield Public Library currently at operating at 65% of door count patrons, and 75%

of checkouts, compared to 2019 pre-pandemic numbers. She noted that public library attendance counts have declined nationwide preceding, during and following the pandemic. In contrast, digital resources such as e-books and downloadables show a marked increase in Greenfield patrons' use. Circulation of physical and digital items are trending back up overall.

Ms. O'Brien also noted that Greenfield Library's new subscription of Kanopy.com is now live. The Library will have a soft launch of this product on April 1st, and will formally announce the new service in the summer Recreator that will be released in early April. Greenfield Library will be 1 of 4 public libraries offering this service in the Milwaukee area.

13. Adjournment: On a motion to adjourn by Ms. Bruhn, seconded by Ms. Cardenas, the meeting adjourned at 8:50 pm.

Minutes respectfully submitted by Susan DeWitt 4/4/2023

GREENFIELD PUBLIC LIBRARY BOARD 4.20.2023
APPROVED MINUTES OF THE LIBRARY BOARD MEETING
ON THURSDAY April 20, 2023 at 6:30 pm.

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:34 pm.

Present in Person: Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Ms. Haiser, Mr. L'Amie, and newly appointed member, Alderperson Andy Drzewiecki.

Also present in person: Ms. O'Brien

Present via Zoom: Mr. Flemming, Ms. Lococo

Excused: Ms. Mendoza

2. Approval of the March 16, 2023 Library Board Meeting Minutes:

Motion to approve by Ms. Bruhn, seconded by Mr. L'Amie.

Motion carried with unanimous approval.

3. Public Comment: None

4. Acceptance of the Financial Report for March 2023.

Treasurer report: Mr. Flemming reported that the daily operating expenses are looking good with 25% of the fiscal year complete, while the Library has expended 17% of the operating budget. Some larger projects like the patio project are anticipated in the future.

Motion to approve the report as presented by Ms. Bruhn, seconded by Ms. Cardenas.

Motion carried by unanimous approval of those present.

5. Approval of the bills presented for payment for April.

Treasurer report: Mr. Flemming reported there were the usual expenses including items like pest control, book purchases, and programming expenses. Some highlights and larger expenses included \$1,200 for a projector purchase, glass service repairs for \$390 for 2nd story plate glass panels that had shifted out of place, possibly due to heavy winds and vibration; Ideal Mechanical did some boiler maintenance and adjustments to address cold spots in the building.

Motion to approve the bills presented for payment by Ms. Bruhn, seconded by Ms. DeWitt.

Motion by roll call vote with unanimous approval of those present.

6. President's Report: None at this time.

7. Committee Reports:

A. Budget & Finance Committee - Met jointly

B. Building Committee - Met jointly

Budget & Finance and the Building Committee met jointly to discuss the request to approve purchase of 15 automatic sorting bins to go with the new AMH sorting machine. Both Mr. L'Amie and Ms. DeWitt reported that during the meeting, they observed that the automatic bins would allow increased work flow, and had ergonomic

and safety benefits; they would save money and repair time due to reduced damage to library materials. In addition, there would be savings on the maintenance plan costs over many years. Following the presentation by Ms. O'Brien and a demonstration of the sorting machine with the manual bins currently in use, the joint committees approved the purchase of the 15 automated bins, acting on behalf of the full board which authorized the committees to make the decision whether to purchase the automated bins or not.

- C. Human Resources Committee - Did not meet
- D. Legislative & Policy Committee - Did not meet
- E. Marketing and Community Relations Committee - Did not meet
- F. Ad-Hoc Succession Committee - Did not meet.

8. Old Business:

- A. Report, discussion and decision whether to approve the design, fabrication and quote of the pergola and patio project from La Rosa Landscaping Company Inc.

Ms. O'Brien informed the Board that the Planning Commission and Common Council approved the current concept of the Pergola Patio project. Ms. O'Brien recommended that this project go through a rebidding process.

Motion by Ms. Bruhn to approve rebidding the project, seconded by Ms. Cardenas. Board approved with a unanimous vote of those present.

- B. Report, discussion and decision whether to endorse a recommendation to the Mayor and Common Council for current Library Board Members Ms. Marie Cardenas and Ms. Amber Lococo to be reappointed for the 2023-2026 term of service on the Library Board.

Motion by Mr. Flemming, seconded by Mr. L'Amie to approve the reappointment of these two Library Board terms 2023-2026.

Motion carried unanimously by those present.

9. New Business:

- A. 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 governmental body has jurisdiction or exercises responsibility (Action).

Motion to move to closed session by Mr. L'Amie, seconded by Ms. Cardenas. Roll Call vote with unanimous approval by those present.

B. Adjourn closed session and reconvene into open session (Action).
Motion by Mr. L'Amie to adjourn closed session and reconvene into open session, seconded by Ms. Cardenas.

Roll Call vote with unanimous approval by those present.

C. Report out of closed session of actions taken (Action).

Ms. Bruhn reports that the Succession Committee will meet this Wednesday at 4:30pm.

10. New items for placement on next agenda
None at this time.

Mr. Flemming shared that he attended part of the Electric Car event that was recently held. He reported that the event had a good turnout. He wondered if other City departments that share the parking lot might be interested in the electric car charging stations. Perhaps that may be something to consider as a revenue builder since the location would be very well suited.

11. Next Meeting is scheduled for May 18, 2023 at 6:30pm.

12. Library Director's Report:

Ms. O'Brien included "The Pool Page" for LGIP participants in this month's board packet. It showed the March 2023 annualized earnings rate was 4.62%.

13. Adjournment:

Motion to adjourn by Ms. Bruhn, seconded by Mr. L'Amie.
Motion carried and the meeting was adjourned.

Minutes respectfully submitted by Susan DeWitt 5/14/2023

GREENFIELD PUBLIC LIBRARY BOARD 5.18.23

APPROVED MINUTES OF THE GREENFIELD PUBLIC LIBRARY BOARD MEETING ON THURSDAY,
MAY 18, 2023 at 6:30 PM.

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 6:33 pm.

Present in Person: Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, and Ms. Mendoza (arriving at 6:43).

Also present in person: Ms. O'Brien

Present via Zoom: Alderperson Drzewiecki, and Ms. Lococo

2. Approval of the April 20, 2023 Library Board Meeting Minutes:

Motion to approve with the addition of the meeting end time added.

Motion to approve by Ms. Bruhn, seconded by Ms. Cardenas.

Motion carried with unanimous approval.

3. Public Comment: None

4. Acceptance of the Financial Report for April 2023.

Treasurer report given by Mr. Flemming reported that the daily operating expenses are looking good with 32.88% of the fiscal year complete. We have expended 29% of the operating budget. Some items of note include that as circulation is going up thus fine revenue is also going up. Ms. O'Brien also noted that the revenue budget performance YTD on the financial report may appear inflated due to the fact that donation revenues are being included, which skews the percentage amounts.

Motion to approve report as presented by Mr. Flemming, seconded by Ms. Haiser.

Motion carried by unanimous approval of those present.

5. Approval of the bills presented for payment for April.

Report given by Mr. Flemming. He noted the Pool Page for LGIP showed a 4.8% earning rate for April--which is good for helping to build our investment.

Highlights of expenses this month include a larger bill for Bibliotheca \$26,596.55, an Aurora Health Care expense, a charge from Ideal Mechanical for new boiler filtration devices that need to be flushed and replaced each year as part of preventative maintenance; and some vacuum extensions to assist with cleaning light fixtures in a safer manner than ladders. Other bills for the month included more typical monthly expenses as well as a small monthly expense for the new Kanopy streaming service which is starting small but expecting to grow as it becomes more used as the fee is pay per view.

Capital expenditures include \$93,751.00, a 50% prepayment deposit for our new book sorter, security gate and installation fees.

Motion to approve the bills presented for payment by Ms. DeWitt, seconded by Mr. Flemming.

Motion carried by roll call vote with unanimous approval.

6. President's Report

A. Formation of a Library Board Ad-Hoc Officers Nomination Committee to prepare a recommended slate of officers to be considered for election at the July Board meeting: Four Board members volunteered to be part of this committee - Ms. Bruhn, Mr. L'Amie, Ms. DeWitt and Mr. Flemming. They will meet before June 9th and propose a slate of officer candidates at the June Board meeting.

7. Committee Reports:

- A. Budget & Finance Committee - Did not meet
- B. Building Committee - Did not meet
- C. Human Resources Committee - Did not meet
- D. Legislative & Policy Committee - Did not meet
- E. Marketing and Community Relations Committee - Did not meet
- F. Ad-Hoc Succession Committee - Discussion - Update will be given later in this meeting by the Library Director.

8. Old Business:

A. Report, discussion and decision whether to approve the design, fabrication and bid price of the pergola/patio project from La Rosa Landscaping Company Inc. Ms. O'Brien informed the Board that bids for the Pergola/Patio project were due at 10:00AM. Board Member, Mr. Rick L'Amie, present as a witness. Ms. O'Brien stated that there was only one (1) bid received. The bidding company was LaRosa Landscaping.

The Board reviewed La Rosa's Landscaping's drawings and outline of what was included in the bid. There were some minor questions regarding more details on provided lighting. Ms. O'Brien will get more details on the lighting and will present them at the June meeting. Motion was made to.

Motion by Mr. L'Amie to approve the \$119,998 expenditure and to sign a contract with LaRosa Landscaping and move forward with scheduling the Pergola/Patio project; the motion was seconded by Ms. Bruhn.

Motion carried unanimously by roll call vote.

9. New Business

A. Report, discussion and decision whether to continue the "Covid-19 Pandemic Staffing and Response Policy" for part-time employees who do not have paid sick time accrual to use if they contract Covid-19. Ms. O'Brien reported that the CDC recently declared the end of the Public Health Emergency for Covid-19. She asked whether the Board would like to continue or discontinue the temporary policy. Ms. O'Brien reported that staff members continued in recent weeks to make use of this paid sick time benefit. After general discussion, it was agreed to review current general sick time accrual policies before making any changes to the temporary policy to cover part-time employees.

Motion to table the item and review policies at next meeting by Mr. Flemming, seconded by Ms. Mendoza.

Motion carried by unanimous vote.

- B. Report, discussion and decision whether to explore options toward a collaborative project to install an electric vehicle charging station in the shared municipal parking lot adjacent to the library. Ms. O'Brien opened the discussion, stating that there had been board member's interest in the subject in the past several years, and recent federal action of EV infrastructure made a discussion timely. She clarified that parking lots around the library are shared municipal lots, rather than being owned by the library.
- C. Alderperson Drzewiecki gave an overview of recent city discussions on EV charging stations in Greenfield. He reported that the Meijer store on Layton is currently in the process of installing level 3 charging stations in the store parking lot. Discussion followed on various considerations such as possibly renting out space for EV charging stations vendors, federal funding, and programs like Electrify America, EVgo and Charge Point. Mr. Flemming stated there would be several programs that the library may qualify for due to location being in an Alternative Fuel Corridor. Mr. Flemming will reach out to the city clerk to learn more about city plans. He may be assisted by Alderperson Drzewiecki with getting this topic on the next city agenda.
- D. Report, discussion and decision whether to seek bids for major roof repairs on the eastern section of the library roof. Ms. O'Brien stated that the 3rd section of the flat roof continues to have leaking issues that have been repaired but unsuccessfully over the past 10 years. The current estimate to have the entire east tar and gravel roof section replaced is \$200,000. Ms. O'Brien stated she had one quote for basic gutter repairs rather than replacement for \$3,595. It was agreed Ms. O'Brien will seek some additional estimates and details of work needed. No motion made at this time.
- E. Report, discussion and decision whether to undertake a preliminary exploration of costs and options of federal and state incentives and rebates, toward a possible future installation of rooftop solar panels. Ms. O'Brien stated that in view of roof work being considered, a potential future consideration of solar roof panels may be appropriate in this context. Alderperson Drzewiecki reported he has solar panels on his home, and gave some names of companies to contact to gather more information. Arch Electric in Plymouth and Excel Energy in Northern Chicago were suggested. Ms. Bruhn suggested that a simple presentation or video may be helpful to learn more about options.
A motion was made to have Arch Electric take a look and give us some input if they are willing.
Motion by Mr. Flemming, seconded by Ms. Bruhn
Motion approved by unanimous vote.

10. New items for placement on next agenda:
None at this time.

11. Next Meeting is scheduled for June 15, 2023 at 6:30pm.

Ms. DeWitt informed the board she would not be able to attend this meeting in person or via zoom. Ms. Haiser also informed the board that she may be able to attend remotely but will be out of town.

12. Library Director's Report:

- A. Report on planned library services for the summer. Ms. O'Brien highlighted some of the plans for summer programming. Summer reading registration begins June 1st. They will also be doing story time, family programs, and craft kits, adaptive story time for special needs adults—the only program of its kind in the Milwaukee area. Other new offerings include a spice club with recipes, and the seed library.
- B. Review and discussion of the Library's current strategic plan. Ms. O'Brien mentioned there was a copy of the current plan for Board members to review on their own time. This information may be a valuable resource to help with succession planning.

Ms. O'Brien also informed the Board that the Library Director search has been posted as of 5/17/23 on the City web page, as well as the Wisconsin Library Association and the American Library Association pages. Applications through the City of Greenfield Human Resources will be accepted through June 7, 2023.

13. Adjournment

Motion to adjourn by Ms. Bruhn, seconded by Ms. Haiser

Motion carried unanimously.

Meeting adjourned at 8:16 pm.

Minutes respectfully submitted by Susan DeWitt 5/23/2023

GREENFIELD PUBLIC LIBRARY BOARD
Thursday, June 15, 2023 at 6:30 P.M.

Approved Minutes

1. The meeting called to order & roll call: The meeting was called to order by Ms. Bruhn at 6:32pm. On roll call, in attendance were Ms. Bruhn, Ms. Cardenas, Ald. Drzewiecki, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ms. Lococo, and Ms. Mendoza. Excused: Ms. DeWitt. Also in attendance: Ms. O'Brien.
2. Approval of the May 18, 2023 Library Board meeting minutes (Action): Motion to approve by Ms. Bruhn, seconded by Ms. Lococo. Motion carried unanimously.
3. Public comment (Information): None.
4. Acceptance of the May Financial Report (Action):
Mr. Flemming noted that with 41% of the fiscal year completed, expenses are under budget.
Motion to approve the financial report by Ms. Bruhn, seconded by Ms. Cardenas. The motion carried unanimously.
5. Approval of the May bills presented for payment (Action):
Motion to approve the May bills presented for payment by Mr. Flemming, seconded by Mr. L'Amie. On a roll call vote, the motion was approved unanimously.
6. President's Report (Information). No report.
7. Committee Reports:
 - a. Budget & Finance Committee Report and Recommendations (Action): Did not meet.
 - b. Building Committee Report and Recommendations (Action): Did not meet.
 - c. Human Resources Committee Report and Recommendations (Action): Did not meet.
 - d. Legislative & Policy Committee Report and Recommendations (Action): Did not meet.
 - e. Marketing & Community Relations Committee Report and Recommendations (Action) Did not meet.
 - f. Ad-hoc Officers Nomination Committee Report and Recommendations:
 - i. Presentation of Officers Slate of Candidates to be recommended to the board for election at the July 20, 2023 meeting (Information):
The committee met June 8. The Committee recommended a slate of candidates, as follows: For President, Ms. Robin Bruhn; for 1st Vice President, Mr. Creston Flemming; for 2nd Vice President Mr. Rick L'Amie; for Secretary, Ms. Marie Cardenas; for Treasurer, Ms. Brittany Haiser.
8. Old Business:

- a. Report, discussion and decision regarding quotes for repairs to the east section of the building's roof which is built up tar and gravel composition (Action):

Ms. O'Brien presented information about two quotes she had received for repairs to the leaking east section roof.

After discussion, there was a motion by Ms. Lococo to approve the quote in the amount of \$5,450 from Roofed Right, seconded Mr. Flemming. On roll call vote, the motion failed.

There was motion to table the agenda item by Ald. Drzewiecki and seek additional quotes, seconded by Ms. Lococo. On roll call vote, the motion carried unanimously.

- b. Report, discussion and decision regarding preliminary exploration of solar panels for the Library roof (Information):

Ms. O'Brien presented a detailed analysis of our building's options for solar roof panels drawn up by a local, experienced solar panel vendor. After discussion, no action was taken.

9. New Business:

- a. Review of the 2024 budget process and timeline (Information).

Ms. O'Brien presented the 2024 budget timeline released by the City Finance Department.

- b. Review and discussion of the June 2023 YTD financial report as it pertains economic conditions, future prospects, and budget goals to be considered in preparing the 2024 budget requests (Information):

Ms. O'Brien reviewed the YTD report, and stated she was seeking board guidance in the development of budget options for board consideration at the July meeting.

- c. Report and discussion of the Library's policies and procedures for paid time off benefits for holidays, vacations, and sick time for part-time and full-time employees (Action):

Ms. O'Brien reviewed the current policies for paid time off for full-time and part-time employees. After discussion, the item was referred to the Human Resources Committee.

- d. Report, discussion and decision regarding a MCFLS proposal to move toward online third-party patron identity and address verification services to be used during the remote new patron library card registration process; the third-party services would be intended to replace local library staff direct interaction with the patron at card

registration and card renewal times, and replace in-person patron supply of identity documentation and current address verification (Action):

Ms. O'Brien presented a report on a MCFLS proposal to utilize a commercial vendor to replace the longstanding, existing procedures utilizing local library staff and face-to-face interaction with patrons to for identity and address verification during the library card registration and renewal process.

After discussion, no action was taken.

- e. Report, discussion and decision regarding approval of a proposal to have the Sorting Room and Community Room professionally painted (Action).

Ms. O'Brien presented a proposal to have the Sorting Room and the Community Room professionally painted by Ihor Home Services for \$2,550.

After discussion, there was a motion by Mr. L'Amie to approve the proposal, seconded by Ms. Cardenas. On roll call vote, the motion carried unanimously.

10. New items for placement on next agenda (Information).

After discussion, it was agreed to add a possibly solar roof panel project and the 2024 budget to the July agenda.

11. Next Meeting (Information): July 20, 2022

12. Library Director's report (Information):

Ms. O'Brien gave an update on the rate of recovery from the pandemic drop in patron attendance and circulation statistics, an update on the pergola and patio project, and a report on the upcoming MCFLS Strategic Planning process and subsequent development of a new member agreement.

13. Adjournment (Action):

Motion to adjourn by Ms. Bruhn, seconded by Ms. L'Amie.
The motion carried. The meeting adjourned at 8:31pm.

Minutes respectfully submitted by Sheila O'Brien.

GREENFIELD PUBLIC LIBRARY BOARD

Special Meeting Minutes

THURSDAY, July 6, 2023 at 5:30 pm.

MINUTES OF THE SPECIAL LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON

1. Call to order and roll call:

The meeting was called to order by Ms. Bruhn at 5:35 pm.

Present in Person: Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, Ms. Lococo, and Ms. Mendoza.

Present via Zoom: Alderperson Drzewiecki.

2. Old Business:

A. Committee to go into closed session pursuant to Wisconsin State Statute

19.58(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

Interview of candidates for Library Director position.

Motion to move into closed session by Ms. Bruhn, seconded by Ms. Lococo

Roll Call Vote by unanimous approval.

B. Adjournment of closed session and reconvene into open session.

Motion to adjourn closed session by Ms. Bruhn, seconded by Ms. Lococo

Roll Call Vote by unanimous approval.

C. Report out of closed session of actions taken: Decision regarding moving

candidates forward within the recruitment process and/or selection of new Library Director.

Report given by Ms. Bruhn that the Library Board has decided to move forward with an employment offer, including a firm wage offer, for one of the interviewing candidates contingent on a clear background check.

3. Adjournment

Motion by Ms. Bruhn, seconded by Ms. Haiser

Motion carried by unanimous approval

Special meeting was adjourned at 8:23pm.

Minutes respectfully submitted by Susan DeWitt 7/8/2023

Greenfield Public Library Board
Thursday, July 20, 2023 at 6:30 P.M.
Approved Minutes

1. The meeting called to order & roll call (Action): The meeting was called to order by Mr. L'Amie at 6:33 PM.

On roll call, in attendance were Ms. Bruhn, Ms. DeWitt, Ald. Drzewiecki, Mr. Flemming, Ms. Haiser, Mr. L'Amie, and Ms. Lococo.

Excused: Ms. Cardenas, Ms. Mendoza.

Also in attendance: Ms. O'Brien

2. Special Order of Business: Elections of Library Board officers (Action):
Mr. L'Amie chaired the election for President. He read the Ad-hoc Officers Nomination Committee Officers Slate of Candidates: for President, Ms. Bruhn; for 1st Vice President, Mr. Flemming; for 2nd Vice President, Mr. L'Amie; for Treasurer, Ms. Haiser; for Secretary, Ms. Cardenas.

Mr. L'Amie asked three times if there were any other nominations for President. Hearing none, he asked Ms. Bruhn if she accepted the nomination. Ms. Bruhn accepted the nomination. Mr. L'Amie stated that running unopposed, Ms. Bruhn was elected President.

Ms. Bruhn assumed the chair.

Ms. Bruhn asked three times if there were any other nominations for each remaining officer position. Hearing none, she asked if each nominee accepted the nomination. Each nominee accepted the nomination. Ms. Bruhn stated Ms. Cardenas accepted the nomination previously.

Ms. Bruhn stated that running unopposed, Mr. Flemming was elected 1st Vice President, Mr. L'Amie was elected 2nd Vice President, Ms. Haiser was elected Treasurer, and Ms. Cardenas was elected Secretary.

3. Public comment (Information): None.
4. Approval of the June 15, 2023 Library Board meeting minutes (Action):
On a motion by Ms. Bruhn to approve the draft minutes as presented, seconded by Ms. Haiser, the motion carried unanimously.
5. President's Report:
 - A. President's appointment of committee membership (Action).
Ms. Bruhn inquired if any board member wanted to change committee assignments. None did, so committee assignments will continue as follows:
Legislative & Policy: Ms. Bruhn, Mr. L'Amie, Ms. Mendoza
Marketing & Community Relations: Ms. Cardenas, Ms. DeWitt, Ms. Lococo
Budget & Finance: Ms. DeWitt, Mr. Flemming, Ms. Haiser
Human Resources: Ms. Bruhn, Ms. Lococo, Ms. Mendoza
Building: Ms. DeWitt, Mr. Flemming, Mr. L'Amie

6. Acceptance of the June Financial Report (Action).

Mr. Flemming reported that being at the half way point of the year, good fiscal discipline has kept revenues and expenditures in a good range.

On a motion to approve the June financial report by Ms. Bruhn, seconded by Mr. L'Amie, the motion carried unanimously.

7. Approval of the June bills presented for payment (Action).

After discussion, there was a motion to approve the June bills as presented for payment by Mr. Flemming, seconded by Mr. L'Amie. On roll call vote, the motion carried unanimously.

8. Committee Reports:

A. Human Resources Committee Report and Recommendations:

- i. Report and recommendations to full board of 2024 operating and capital budget priorities (Action).

The committee met on 7/17/23. The committee recommended suspending the Temporary Covid-19 Paid Sick Time Off for employees who lacked sick time paid time off to use when ill with Covid-19.

After reviewing current paid time off policies, the committee recommended not to increase the sick time paid time off accrual.

There was a motion by Ms. Bruhn, seconded by Mr. L'Amie, to have Ms. O'Brien to prepare a financial study of costs of amending the Library Sick Time Accrual Policy to include part-time employees to accrue in the first year of employment a prorated rate of one day per month of paid sick time; and amending the Sick Time Use Policy to allow part-time and full-time employees to use paid sick time accruals as they are earned rather than to be required to wait until the first year is completed (full-time) or three years is completed (part-time). The motion carried unanimously.

B. Building Committee Report and Recommendations (Action):

- i. Report and recommendations to full board of 2024 operating and capital budget priorities (Action).

Met on 7/5/23 and toured the facility. The committee recommended the focus of budgetary priorities should be to remedy roof issues in the northeast section and foundation issues in the southeast section of the building. Ald. Drzewiecki recommended that an engineer, such as the City Engineer, examine the foundation issues before we move forward to seek quotes.

C. Budget & Finance Committee Report and Recommendations (Action):

- i. Report and recommendations to full board of 2024 operating and capital budget priorities (Action).

Met on 7/18/23. The committee recommended the focus of budgetary priorities should be on remedies for the roof and foundation issues.

- D. Legislative & Policy Committee Report and Recommendations (Action). Did not meet.
- E. Marketing & Community Relations Committee Report and Recommendations (Action): Did not meet.

9. Old Business:

- A. Report, discussion and decision regarding approval of a proposed repair on the east section of the building roof (Action).

Ms. O'Brien reviewed the quote for roof repairs to the northeast section from Roofed Right America, LLC. After discussion, there was a motion by Ms. Bruhn, seconded by Mr. Flemming, to accept the proposal from Roofed Right for \$5,450, and sign a contract to commence the work immediately. On a roll call vote, the motion carried unanimously.

- B. Report, discussion and decision regarding approval of the 2024 operating budget funding request to the City of Greenfield (Action).

Ms. O'Brien presented a proposal for the 2024 Operating Budget request, consisting of a \$46,219 increase in levy revenues, for an overall budget of \$1,541,886.

After discussion, there was a motion by Ms. Haiser, seconded by Mr. Flemming, to approve the operating budget request for 2024 in the amount of \$1,541,886. On a roll call vote, the motion carried unanimously.

- C. Report, discussion and decision regarding the 2024 capital budget funding request to the City of Greenfield: (Action).

Ms. O'Brien presented a proposal for the 2024 Capital Budget request, consisting of \$197,600 in equipment and building/structural improvements and repairs; and roofing replacements in 2025, 2027, and 2028, estimated at \$470,000 based upon a past Garland quote for City roofing needs.

After discussion, there was motion by Mr. Flemming, seconded by Ms. Bruhn, to approved the 2024 Capital Budget request as presented. On a roll call vote, the motion carried unanimously.

10. New Business (Action):

- A. Discussion and decision to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e)(f) to consider the following: a. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; b. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary

consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion to move into closed session by Ms. Haiser, seconded by Mr. Flemming. On a roll call vote, the motion carried unanimously.

11. Adjourn closed session and reconvene into open session (Action):

Motion to adjourn closed session and reconvene in open session by Ms. Bruhn, seconded by Mr. Flemming. On a roll call vote, the motion carried unanimously.

12. Report out of closed session of actions taken (Information).

The Ad-hoc Succession Committee updated the Board on recent developments. A serious patron disruptive behavior incident was brought to the Board's attention and addressed.

13. New items for placement on next agenda (Information):

A. Updates on 2024 budget requests

14. Next Meeting (Information): August 17.

15. Library Director's report (Information): No report.

16. Adjournment (Action): On a motion by Ms. Haiser, seconded by Mr. L'Amie, the meeting adjourned at 8:29 PM.

Respectfully submitted by Sheila O'Brien, 8/10/2023

GREENFIELD PUBLIC LIBRARY BOARD
Thursday August 17, 2023 at 6:30 P.M.

Approved Minutes

1. The meeting called to order & roll call: The meeting was called to order by Mr. Flemming at 6:35pm.

On roll call, in attendance were Ms. DeWitt, Mr. Flemming, Ms. Haiser, Mr. L'Amie, and Ms. Lococo. Ms. Cardenas joined the meeting at 7:10pm.

Excused: Ms. Bruhn, Ald. Drzewiecki, Ms. Mendoza. Also in attendance: Ms. O'Brien

2. Approval of the July 20, 2023 Library Board meeting minutes (Action).
Motion to approve by Ms. Lococo, seconded by Ms. Haiser.
Motion carried.

3. Public comment (Information): None

4. Acceptance of the Financial Report for July 2023 (Action): Treasurer Haiser noted that YTD revenues were strong, and expenditures were in line at 59.15% of budget expended at the 58.08% point of the fiscal year.
Motion to accept the Financial Report for July 2023 by Ms. Lococo, seconded by Ms. Haiser.
Motion carried.

5. Approval of the July 2023 bills presented for payment (Action): Treasurer Haiser stated the bills for July paid on the operating budget were as expected for this time of year. Following discussion, there was a motion to approve the bills presented for payment on the operating budget for July 2023 by Ms. Haiser, seconded by Ms. DeWitt.
On roll call vote, the motion carried.

There was a capital budget expense paid in July for \$75,000 consisting of 40% of the new Automated Materials Handler, Security Gates and Installation costs.

Motion to approve the bill presented for payment on the capital budget for July 2023 by Ms. Haiser, seconded by Mr. Flemming.

On roll call vote, the motion carried.

6. President's Report (Information): In the absence of President Bruhn, there was no report.
7. Committee Reports: No committees met since the July board meeting-- no committee were given.
8. New Business (Information):
 - A. Report, discussion and decision regarding potential changes to the Sick Time Accrual policy for library employees (Action):

Ms. O'Brien presented a report that had been requested by the Board at the July meeting, showing the potential financial impact of a proposal to expand paid sick time accrual to new full- time and part-time employees upon date of employment without the current waiting periods.

There was a motion to adopt the proposal by Mr. Flemming, seconded by Mr. L'Amie. After discussion, the motion failed. There was consensus that the issue would be tabled until the 2024 budget was passed by the City.

9. Old Business:

- A. Report, discussion and decision regarding possible adjustments to the Board-approved 2024 operating budget request (Action).

Ms. O'Brien reported that she had submitted the Library Board's approved 2024 operating budget request to the City, and had met with the City Deputy Comptroller to discuss it. She reported she had received no indication yet what the City's response to the request would be.

- B. Report, discussion and decision regarding possible adjustments to the Board-approved 2024 capital budget request (Action).

Ms. O'Brien reported she had submitted the Library Board's approved 2024 capital budget request to the City and had received no news yet regarding it.

10. Library Director's Report:

- A. Update on current projects (Information).

Ms. O'Brien reported that the new AMH sorter installation was substantially complete except for a few details.

In addition, Ms. O'Brien reported she is reviewing quotes received for replacement of our MFD devices (photocopier/printer/scan/fax) LAN-networked systems to be funded through approved 2023 capital funding.

Ms. O'Brien reported on the building committee's concerns about the condition of the basement paint along the south wall. Jeff Katz, the City Engineer, came to take a look. He assessed the foundation walls to be in good condition—no leaning or cracking. Regarding the peeling paint, he suggested we contact professional painters. He mentioned that the City is currently working with a good painting firm on several City Hall projects. He also recommended that the exterior perimeter of the south wall be worked on to improve the grading away from the building to the curb. Mr. Katz' assessments concurred with the recommendations of a private basement contractor who visited the library and inspected the south basement wall.

Quotes have already been sought for this work and should be available within a week or two.

A third option which the private basement contractor mentioned is a test of the drain tiles. The contractor stated that the test could be rather complex, and would require that the large compact storage unit currently located in the southwest corner of the basement would have to be moved in order to do the drain tile test. He suggested that, though they would be stop gap measures and possibly not a permanent solution, the repainting and regrading work be done first to see if the peeling paint/moisture problem could be sufficiently addressed. If not, the drain tile test could be considered. Ms. O'Brien reiterated that there is no active water leakage into the basement south wall, only efflorescence and peeling paint.

Ms. O'Brien reported that Roofed Right had completed their roof repairs of the northeast section of the building that day, and had sent many photos of the work that was performed. She also reported that DPW had trimmed the trees overhanging the southeast corner of the building, and cleaned and inspected the gutters.

Ms. O'Brien reported that the Sorting Room repainting project had been completed over the past weekend, and the Community Room repainting was scheduled for the upcoming weekend.

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

12. Next Meeting: September 21, 2023 at 6:30 PM.

13. Adjournment (Action). Motion to adjourn by Ms. Haiser, seconded by Ms. Lococo. Motion carried. The meeting adjourned at 7:20pm.

Respectfully submitted by Sheila O'Brien, September 16, 2023

