



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, November 16, at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

1. The meeting was called to order by President Robin Bruhn at 6:36.

On the roll call, Robin Bruhn, Marie Cardenas, Sue De Witt, Andy Drzewiecki, Creston Flemming (virtual), Brittany Haiser, Rick L'Aime, Amber Lococo, and Melissa Mendoza were in attendance.

Also in attendance: Jennifer Einwalter (Library Director) and Emily Alford (Assistant Library Director).

2. Approval of the October 16, 2023, Library Board meeting minutes (Action).
Motion to approve by Brittany, seconded by Robin with no corrections. Motion carried.

3. Public comment (Information). None.

4. Acceptance of the Financial Report for October 2023 (Action).

Jennifer and Brittany met before the meeting and proposed a new way of reviewing the budget and the invoices. The Board will have the actual invoices for all to review at the meeting and new reports in the meeting packet. Jennifer is concerned that the fund balance is not where it should be. She reported the library will not be buying new laptops as one cost savings for 2023 because they are not being used by adult or youth patrons (from a 5-year capital equipment plan). New photocopiers purchased in 2023 will allow patrons to pay for their printouts with credit cards. Brittany reported that normal expenditures for the month were incurred.

Motion to accept by Marie, seconded by Amber. Motion carried.

5. Approval of the October 2023 bills presented for payment (Action).

Treasurer Presentation: Brittany presented bills for payment, which are available to view at the meeting. She reported typical expenses for the month and nothing unusual.

Motion to approve by Brittany, seconded by Amber. On the roll call vote, the motion was carried unanimously.

6. President's Report (Information): No report this month.

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.

8. New Business: -

- A. **Report, discussion, and decision regarding an inventory of Library Policies and Procedures.**

Report: List of policies and procedures inventory for review. Included dates approved, amended, or reaffirmed. Several policies were reaffirmed in 2020.

Discussion: Jennifer reported all library policies were reaffirmed in 2020 but have not been updated, some as far back as 2002. Donation guidelines are one example of things that should be updated to include more information. The procedure's inventory is the guideline for how the library runs. Also included is a list of policies and procedures for consideration, such as those needed for new things like the "explore passes" looking to offer or policy on video games when the library begins to offer.

- B. **Report, discussion, and decision regarding Library Purchasing Policy.**

Report: City of Greenfield Purchasing Policy provided as a starting point, as well as other municipality libraries for the board to review and reference.

Discussion: The board will review all these policies as a starting point. Jennifer will draft a version of a purchasing policy for the Greenfield Library for the board to review at a future meeting.

- C. **Report, discussion, and decision regarding an Update to Library Board Bylaws (Action)**

Report: By-Laws govern how the board is run. Several sample Bylaws from other boards were presented for review.

Discussion: The Board is interested in reviewing the bylaws to ensure they are relevant and current. Brittany, Amber, and Creston would like to form an ad hoc

committee to review the bylaws. They will meet on Thursday, December 21st in place of the regular board meeting.

D. Report, discussion, and decision regarding the 2024 Library Holiday and Closings calendar (Action)

Report: City and Library holidays are not quite the same. The library has one more paid holiday than the city. Long weekends make it difficult to find staff to work. Jennifer proposed aligning with the city at 10 paid holidays and closing 4 additional days on Memorial Day, Labor Day, and Thanksgiving. Also proposing a ½ day development day. The calendar would align with the city going forward, and the board would not have to approve the schedule each year.

Discussion: Part-time staff would likely be able to make up for the hours lost on unpaid days. The board discussed the concern that the Thanksgiving weekend would be a long time to be closed; however, feel that time off for the staff is important too.

Motion to approve the proposed Greenfield Public Library Calendar for 2024 and align with the City of Greenfield holiday calendar going forward by Robin, seconded by Andy. Motion carried unanimously.

E. Report, discussion, and decision regarding the Library Director's Project priorities and implementation plan.

Report: Jennifer provided a list of Director Projects and priority levels, including action items and implementation dates.

Discussion: Staff morale and marketing are at the top of the list and are high priorities. Photocopiers and donor wall updates are almost complete. The Children's Learning Lab idea will be refreshed, looking into other options with the staff. She is looking to restructure the organizational chart to revise job titles to reflect the work being done by the positions. The Children's Library space is to be revisited and refreshed. A Strategic Plan was developed in the past, and we are looking to revisit it. Window Deflectors were previously looked at and needed because patrons are complaining about dead birds. This is a working document Jennifer will add over time.

F. Report, discussion, and decision regarding a quote to repair library scuppers and add downspouts on the library's west side.

Report: The root cause of the roof leaking issues is the need to repair the library scuppers and add downspouts on the west side of the roof. The quote is for slightly over \$8,700 to complete the repair.

Discussion: Overall, the Board felt it was a good idea to do the repairs and incur no more damages.

Motion to Repair the library roof through the proposed plan by Andy, seconded by Brittany. On the roll call vote, the motion was carried.

G. Report, discussion, and decision regarding Fundraising for the Greenfield Public Library.

Report: Sue brought information from the ROC Foundation / Milwaukee Milkmen Game for 2024 for Fundraising. \$3 per ticket purchased through our specific QR code would go to the library. Some groups have made a lot of money, but others have not. In addition to the tickets, there are other opportunities, such as ball toss games and raffles. It is beneficial to sell lots of tickets because then there is the opportunity to make more money from the other activities. We would need to have a 501(c)(3) designation to do the raffles.

Discussion: Several other libraries have had success with this fundraiser. It is hard to gauge what our engagement for ticket sales would be, and to benefit fully from the opportunity, we need a 501(c)(3) designation or Friend of the Library group. There previously was a "Friends of the Greenfield Library" group, but it has not existed for several years. There is interest among several board members in starting this group and looking into the designation. If we move forward with the fundraiser, we cannot do the raffles unless we have 501(c)(3).

Motion by Brittany to approve the game fundraising, as long as there is no cancellation fee, seconded by Amber. The motion carried on a vote of 8-1.

9. Old Business:

A. None.

10. Library Director's Report

A. Update on current projects (Information)

Report: Renewal for time clock plus (3 years). Former Library Director payout of sick leave, holiday time, and vacation.

B. Staff Directory

Report: A staff directory was provided to get to know the staff better. Emily suggested saying hello and introducing themselves as a board member when in the library.

C. Board Directory

Report: add to next agenda.

D. 2024 Library Budget and Capital Plan

Report: No changes since the last discussion; at the next council meeting, it will be reviewed and approved by the City.

11. New items for placement on the next agenda (Information).

A. Board Directory

12. Motion to cancel the December Board meeting and the new ad hoc sub-committee reviewing the bylaws will meet, proposed by Brittany and seconded by Andy.

Next meeting: January 18, 2024, at 6:30 PM.

13. Adjournment (Action). Motion by to adjourn the meeting by Andy, seconded by Melissa, the meeting adjourned at 9:01.

Respectfully submitted.

Marie Cardenas, November 2023