



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, March 21, 2024, at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

MINUTES

1. The meeting was called to order by President Robin Bruhn at 6:35 PM.

On roll call in attendance were Marie Cardenas, Sue DeWitt, Creston Flemming, Brittany Haiser, Rick L'Amie, Amber Lococo, Melissa Mendoza

Also in attendance: Jennifer Einwalter, Library Director; Emily Alford, Assistant Director, Daphne Adamson, Young Adult Librarian

2. Public comment.

Jennifer shared a patron comment complimenting Phil Spitzer's Acoustic Jam program. The patron said that Phil puts in a lot of effort even during the slower seasons.

3. Comptroller's report

Brittany reported that nothing on the invoices stuck out.

4. Consent Agenda

- a. Approval of the February 15, 2024, Library Board meeting minutes**
- b. Approval of the February 2024 financial report**
- c. Approval of the February 2024 invoices**

Motion to approve the consent agenda by Robin and seconded by Rick. Motion carried.

5. Items pulled from the consent agenda for discussion - No items pulled

6. President's report - None

7. Old Business

a. Report, discussion, and decision regarding Friends of the Greenfield Public Library

Report: Sue is waiting to hear back from Andy for a City Attorney contact to see if he has a recommendation for an attorney to do an abatement letter to reestablish the nonprofit number. Jennifer found a copy of the previous Friends group bylaws. Sue also talked to Jennifer and Emily about possible volunteer opportunities for the Friends group. Sue would like to have a board member in the Friends Group.

Sue wrote up a blurb for the Recreator for Milkmen game. She wants to form a group to plan the event, doing fundraising and advertising.

Discussion: Marie is happy to help think of advertising ideas and plan where they can promote the event. Robin can help with asking for donations if it can wait until June. Sue wants a preliminary planning meeting. The planning meeting will be prior to the May board meeting at 5:30. Sue would like to get the flyer out to schools before the end of the school year to promote the event. Jennifer plans to stuff a bag with library info for school visits. It will be in the Summer booklet of library events.

8. New Business

a. Report, discussion, and decision regarding a Garden Landscaping Service Agreement with Kolster Landscapes for April – November 2024

Report: Joel Kolster has maintained the library's garden since 2022. He is proposing up to \$10,000 for this year 3.4% increase from last year. Has added hours in the fall. He will only bill the library for hours he works. Payment for this service falls under building maintenance in the budget.

Discussion: Discussion around other options for garden maintenance. DPW doesn't have time to maintain the garden. The Greenfield Beautification Committee doesn't want to take on work but will provide some money for trees or plants. One volunteer is interested in working in the garden, and Joel is open to working with a volunteer. Next year, the library should get three quotes to gauge the going rate for this.

Motion to approve the garden maintenance contract with Joel Kolster by Robin and seconded by Marie.

Roll call vote: Robin, Marie, Creston, Brittany, Rick, Amber, Sue was having technical difficulties so she did not participate in the vote.

b. Report, discussion, and decision regarding updates to the computer and internet use policy

Report: Jennifer proposed an updated Computer and Internet Use policy. She reviewed other MCFLS libraries' policies when considering changes to the Greenfield Public Library policy. The changes include expanded access – renewing session time if computers are available and no one else is waiting, and eliminating the nonresident computer use fee. The laptop and Wi-Fi policies are included in this policy as well.

Discussion: Discussion about consulting an attorney to review the Computer and Internet Use Policy.

Motion by to approve the computer use policy pending a review by the City Attorney by Robin and second by Brittany. Motion carried.

All in favor: all
Opposed: none

c. Report, discussion, and decision regarding 2023 and 2024 Capital Equipment Plan Projects

Report: The City received word that The American Rescue Plan Act of 2021 (ARPA) funds require a purchase order by first week of September. The total remaining balance the library needs to obligate is \$118,084.24. \$76,700 is already account for with 10 new Online Public Access Catalog (OPAC) computers, 6 public use laptops, extra server storage for video surveillance cameras, 4 copier/printer/scanner/fax machines, and a gutter system, concrete, awnings, door frames.

Proposed projects for spending the remaining balance: 14 book trucks, Teen Zone refresh of furniture and accessories, 16 seminar tables for the Community Room, basement foundation repairs, partial furniture replacement or reupholstery, LED lighting in the Community Room, and interior painting.

New requests: outdoor pickup lockers, Children's Library refresh, tech upgrades (surveillance cameras).

Daphne presented her proposal for the Teen Zone refresh. Emily presented the quote for Smiota lockers.

Motion to approve all proposed Capital Equipment Plan projects by Robin and seconded by Rick.

Roll call: Robin, Marie, Sue, Creston, Brit, Rick, Amber, and Melissa approved.

d. Report, discussion, and decision regarding Teen Space Refresh Proposal:

Daphne presented her proposal for the Teen Space refresh based on focus groups she held last summer. Teens want a quiet space for group and individual study.

Marie motioned to accept the proposed teen space updates; Melissa seconds.

All in favor, no opposed.

9. Library Director's Report:

a. Update on current projects

i. Scuppers, gutters, and water test completion

Project is completed.

ii. Hiring status for 15-hour-per-week circulation clerk

Jennifer and Emily are going to interview 12 people. 51 people applied. They are working with the city's Human Resource Department.

iii. 2024 Summer Reading Program

The calendar for Summer is complete and in the packet. The library is bringing back prizes.

iv. Storybook Trail Partnership with Greenfield School District

The trail will be behind Konkel Park. The Greenfield School district will buy the infrastructure, and the library will pick out and rotate the books. The ribbon cutting is June 9th. The library will be doing story time at the Farmers Market that day.

v. 2023 Annual Report

Jennifer will release a summary on social media on Saturday when we announce our Explore Passes.

Tomorrow is a half day of staff training

Jennifer received a grant to attend the ALA conference.

A wooden playhouse is being donated to the Children's Library by a patron who is a carpenter.

b. Board Directory - Not discussed

10. New items for placement on the next agenda – No new items.

11. Next Meeting: April 18, 2024, at 6:30 PM

12. Adjournment

Motion to adjourn the meeting by Robin at 8:18 PM and seconded by Marie.

Respectfully submitted
Emily Alford, March 2024