



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, June 20, 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 Creston Flemming at 6.:32 PM.

On roll call in attendance were Brittany Haiser, Alderman Andrew Drzewiecki, Sue DeWitt, Creston Flemming, and Melissa Mendoza

Also in attendance were Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director.

2. Public comment (Information)

Jennifer shared an email from Girl Scout Troop 37631 thanking the library for use of the Community Room, a note to Christine and Mark from the Curtis Center thanking them for their visit, and a thank you letter to Jennifer and Christine from a Glenwood class who visited the library in May.

3. Comptroller's report (Information)

Brittany reviewed the bills including a bill from the plumber. There was nothing unusual.

4. Consent Agenda (Action)

- a. Approval of the May 16, 2024, minutes (MAKE CHANGES noted)**
- b. Approval of the May 2024 financial report**
- c. Approval of the May 2024 invoices**

Motion to approve the consent agenda by Brittany and seconded by Melissa. Motion carried.

5. Items pulled from the consent agenda for discussion (Action)

None

6. President's report (Information)

President not in attendance.

7. Old Business

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

Sue reported that they are waiting for the library to put out a survey to gauge interest before investing money. Jennifer is working on the survey and would like to release it in July.

Milkman fundraiser bookmarks were distributed to all Greenfield elementary school students. All middle and high school students were notified through electronic communication. There will also be three notifications throughout summer on the school district's social media.

Marie and Sue will get together in the next couple weeks to plan where they will distribute flyers. They are hoping to make a display in the library.

8. New Business

a. Report, discussion, and decision regarding the 2025 Library Budget (informational)

Jennifer Would like to know the board's goals to tie them into the budget. Jennifer would like to keep the roof on the capital budget. Board should think about it and let her know. The budget must be submitted to the city by August 1st.

Melissa wants outdated items weeded and more current items on the shelf.

There is \$12,000-\$13,000 for capital projects.

Jennifer thinks we should replace the swing in the garden. Discussed ideas for updating the garden features and make it more inviting.

b. Report, discussion, and decision regarding the Lightning Strike on May 20th, 2024 (informational)

Jennifer reported that the insurance company approved \$20,000-\$25,000 claim. She is waiting to hear when the fire panel parts will be delivered and installed. She is working with Johnson controls. The elevator has been serviced by Express Elevator, but the car can't be turned back on until the fire panel is repaired, per the state inspector. Patrons have been very understanding. Creston asked about the deductible, and Jennifer reported that there is no deductible on the insurance.

c. Report, discussion, and decision regarding entering into a service agreement with Automatic Entrances of WI (action)

Jennifer wants board to be aware of the service agreement with Automatic Entrances of WI, which is a \$330 contract that runs from July 2024-July 2025.

d. Report, discussion, and decision regarding a proposal from Blair Commercial Painting for interior painting in an amount not to exceed \$20,000 as part of the 2024 capital equipment plan (action)

Jennifer met with Clint Chalmers of Blair Commercial Painting (the company the city uses for all painting projects) to discuss cost and time for repainting the building interior. Jennifer doesn't think it will cost the entire \$20,000, so we might be able to

include some staff areas. They would repaint all public service areas. The art gallery area on the second floor would be prioritized. This is part of the ARPA funds. This will probably be done in the winter and try to be the least disruptive to the public. Jennifer will present color choices to board.

Creston moved to approve and Melissa seconded. Motion carried.

9. Library Director's Report:

a. MCFLS Strategic Plan 2025-2028

Steve Heser's goal is to move away from cross-borrowing payments to libraries. Discussion of the new online catalog through Aspen, which started today. That was part of MCFLS's vision.

b. LED Lighting Project

Completed. The Focus on Energy rebate was \$540 plus an extra \$540 that Dnesco accidentally deducted from the bill that they are giving the library as a donation.

c. Pergola structure sealed by DPW

Completed two weeks ago.

d. Library Board Appointments

Robin and Rick are reappointed until a replacement is found. Creston will be reappointed next month. Sue was also reappointed as the school district representative.

e. Summer Reading Program – program update

Emily reported that the Summer Reading Program has been successful with well-attended programs (193 people attended the Summer Kick-Off Carnival and several hundred attended the Bluey Party) and 808 patrons signed up for the Summer Reading Challenge. The library is on track to surpass the number to participants in 2019.

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

none

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

12. Adjournment (Action)

Motion to adjourn the meeting at 7:22 PM by Melissa and seconded by Brittany. Motioned carried.

Respectfully submitted
Emily Alford, June 2024