



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, July 18, at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

In-person meeting with virtual option available.

APPROVED MEETING MINUTES

1. The meeting was called to order by Robyn Bruhn at 6:35

On roll call in attendance were Robyn Bruhn, Alderman Andrew Drzewiecki, Creston Flemming, Sue DeWitt, Amber Lococo, Richard L'Amie, and Brittany Haiser.

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

2. Public comment (Information)

none

3. Comptroller's report (Information)

Brittany reported on the revenue and expenditure report. It's halfway through the year and the library has 96% of its revenue in and below 50% for most expenditures. The building expenditure is around 56%. The total budget is at 43.8% spent. There were also invoices from Alpine Plumbing and Express Elevators and Johnson Controls for the elevator and fire panel repairs from the lightning strike.

4. Consent Agenda (Action)

- a. Approval of the June 20th, 2024, minutes**
- b. Approval of the June 2024 financial report**
- c. Approval of the June 2024 invoices**

Motion to approve the consent agenda by Robyn and seconded by Creston. Motion carried.

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

None

6. President's report (Information)

Nothing to report.

7. Old Business

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

Sue reported that as of Monday, zero tickets purchased to the Milkmen game. She reported on ways she has been working to promote the Milkmen fundraiser within the community. Sue also asked for people who want to volunteer at the game. She would like 6 volunteers total. Jennifer will do the PA reading. Jennifer will ask the mayor to throw the first pitch.

Discussion on other ideas for promoting the fundraiser.

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

Jennifer reported that budget is at a \$12,190 deficit right now and there is also a hole in the budget of \$17,000 maintenance for the sorter. Jennifer is asking for the city to fund wage and insurance increase, but the library will come up with money to fill the rest of the deficit. The only place to take money is away from the materials budget. There wasn't enough money budgeted for janitorial cost for this year. It's going to be a hard budget moving forward since library has been living off the fund balance. The insurance claim for the lightning strike has a \$10,000 deductible, but the city will fund that. Elevator company is proposing \$6500 maintenance repair in 2025. Carpets need to be cleaned. Library is looking at a different pest control company to save money. Jennifer will make sure the 2025 budget is balanced. Jennifer is also working on adjusting job descriptions and will continue working on revising policies.

Discussion: Idea was brought up to reduce the number of pest control visits to the library. The library will not be renewing the Discovery World pass in 2025, so that will save some money in the Library of Things budget.

8. New Business

a. Report, discussion, and decision regarding closing library services at 5 pm on Tuesday, November 5th, for the Presidential election to accommodate evening voting for citizens in the community room(action)

Motion to approve by Creston and seconded by Amber. Motion carried.

9. Library Director's Report:

a. Update on current projects

i. Lightning Strike

Everything has been fixed and the elevator is turned back on.

ii. Teen space

Packet includes furniture choices. Study carrel will be added and furniture can be bleached, and colors will hide dirt.

Other furnishings will be reupholstered. Some of the same fabrics picked by the previous Director. Something more fun for children's library. Furniture pieces shown in packet will be reupholstered. Furniture itself in good condition.

iii. Credit Card Acceptance setup

Credit card machine is set up and working at the Circulation Desk.

iv. Fall 2024 programming preview

Children's story times will be changing because of a librarian's resignation. Resigning librarian's story times will be cancelled this season. Library would like to move forward with Preschool Story Time and Toddler Story Time and Storytelling and Family Story Time.

Library is keeping resigning librarian's craft programs, but changing Kids Craft To Go to no registration required.

Library will also be offering financial literacy programs in cooperation with UW Credit Union.

b. Summer Reading Program – program update

Emily reported that we now have 1077 people registered for the Summer Reading Challenge, which is more than 2019 pre-COVID numbers of 1018. Program attendance is still going strong with 85 people at the Yo-Yo Guy on Tuesday and a huge number of Summer Reading check-ins. Library distributed 191 kids coupon packs and 30 teen coupon packs, which readers received when they read for at least four weeks. So far, we've had 1399 kids weeks read (at least 15 minutes a day, five days a week), teens 239 teen weeks read, and 520 adult weeks read, totaling 2,158 total weeks read.

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

Jennifer will bring youth job description next month.

Jennifer said she has two people interested in joining the Library Board. History of the Library Board is to interview if multiple people are interested. Board would like Jennifer to post to see who is interested. Jennifer will post the Library Board openings to the public.

11. Next Meeting: August 15th, 2024, at 6:30 PM

12. Adjournment (Action)

Motion to adjourn the meeting at 7:54 by Andy and seconded by Creston. Motion carried.

Respectfully submitted
Emily Alford, July 2024