



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, August 15, at 6:30 PM
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 Robyn Bruhn at 6:30

On roll call in attendance were Robin Bruhn, Sue DeWitt, Creston Flemming, Amber Lococo, Brittany Haiser, Marie Cardenas, Rick L'Amie, and Alderman Andrew Drzewiecki (came at 7:35).

Also in attendance were Jennifer Einwalter, Library Director; Emily Alford, Assistant Library Director; Connie Hughes; and Kyle Sundby.

2. Public comment (Information)

none

3. Comptroller's report (Information)

Brittany reported that revenues are at 96.88%. Expenditures are at 61.19%. The library still has equipment repairs for the elevator and fire panel listed, which will be covered by insurance. Jennifer's training was reimbursed through a grant. It will show up on the report next month. Printing is the outlier at 156.15% and Jennifer said that is because there are some programming expenses parked in that budget. Building operations is at 73.03% of budget and the building maintenance line is a little high. Nothing out of the ordinary for invoices. Everything routine.

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**

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

None

Robyn moved to approve the consent agenda and Creston seconded. Motion passed.

6. President's report (Information)

Robyn reported that Melissa would like to resign from the Library Board. She will stay until they find someone to replace her.

7. Old Business

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

Jennifer provided a more detailed organizational chart for the library. The One current employee applied for the Youth Services Manager and the Children's Librarian position posted externally since no currently employees applied for it.

Sue asked about why shelver hours are all different. Emily explained the history of how the hours were determined, but it is largely based on employee preference and availability.

The mayor asked the library to recalibrate the budget for 2025. He isn't going to make cuts to the budget. Jennifer is going to change the Assistant Director position to salaried. Full time circulation clerk hours will change from 36 to 40 hours a week.

The Wisconsin Retirement System contributions will be increasing in 2025, so Jennifer increased the Pension-General line by 16.5%. She also increased the building supplies and building maintenance budget because of ongoing issues with the building as it ages. This is a 2.77% increase to the budget than previously requested.

Robyn made a motion to adopt the 2025 Library Budget and Amber seconded. Motion passed.

Mr. Mark is going to retire at the end of the year after 26 years of employment. We will have a party for him in December. His salary and benefits are still in the budget and Jennifer won't change it until she knows what the mayor is doing with the tax levy.

8. New Business

a. Report, discussion, and decision regarding amending the 2023 and 2024 Capital Equipment Projects.

Jennifer reported that Finance sent Jennifer an updated spreadsheet of the Capital Equipment Projects. The library overspent because there were projects under the former Director that Jennifer wasn't aware of. Two projects are currently outstanding, interior painting and reupholstering furniture. The library received a \$5,000 grant for Adaptive Story Time items.

The library is \$6,7000 over, but Jennifer thinks she can find it in the budget. Finance thinks we should transfer the money from the fund balance, but Jennifer thinks the library doesn't need to do that.

Robyn motioned to approve amending the 2023 and 2024 Capital Equipment Projects and Rick seconded. Motion passed.

b. Report, discussion, and decision regarding Milwaukee County Federated Library System proposed contract changes for 2025-2028.

Jennifer reported that there are two options for the contract renewal with Milwaukee County Federated Library System (MCFLS). MCFLS provides the library with services and negotiates prices for electronic resources. State moneys for the library is funneled through MCFLS and the library gets services they don't have to pay for from MCFLS such as interlibrary delivery and assistance from MCFLS staff.

MCFLS would like to move away from paying libraries for reciprocal borrowing. The library gets between \$40,000 and \$60,00 a year in reciprocal borrowing payments. It's soft money because the library doesn't know how much it is going to get each year. It's not even among the libraries in the system. Steve Hesel (MCFLS Director) would like this money to go towards infrastructure costs, such as CountyCat and Sierra fees.

Reciprocal Borrowing option 1: Stay with the current model.

Reciprocal Borrowing option 2: Reciprocal borrowing payments would change to collection development grants.

Discussion of the two reciprocal borrowing options. With either option the library would receive the same amount of money. Jennifer recommends the Board does option 2 to grow the library's collection. MCFLS Board is also in favor of option 2.

Jennifer went through questions MCFLS has for libraries and the board discussed these questions.

1. The MCFLS Board is proposing that the system take on all ILS and Cataloging agreement costs with adjustments to agreement amounts, but shift costs to members for Hoopla and allow them to make their own decisions regarding investments in that collection. Does your library agree with that approach?
2. The MCFLS Board is considering two options regarding the current reciprocal borrowing structure. Which option does your library prefer?
3. Which of the following changes to language within the ILS, Resource Sharing and Technology agreement would your library support?
 - a. Adding a maintenance of effort clause requiring members to maintain investments in their collections.
 - b. Using loan rules of the circulating library rather than the owning library when materials are checked out. A majority of systems in Wisconsin use this model to improve and simplify the user experience for patrons.
 - c. A system-wide fee card issued by all libraries, allowing access to all physical collections in the county, and where owning libraries are reimbursed for use of their materials.

Robyn motioned to respond to the Milwaukee County Federated Library System proposed contract changes with yes to question 1, option 2 for question 2, and supporting all three options in question 3 and Amber seconded. Motion passed.

9. Library Director's Report - Update on current projects

Jennifer reported that a former patron Mary Diane Fox donated money to the library in her will when she passed away in 2020. There was another life insurance policy, so the library received \$2,800 more from this donation.

The library received a \$5,000 WILS grant, the Ideas to Action grant, for Adaptive Story Time. This will allow the library to expand the program and purchase items for people with special needs.

The Children's Library job has been posted externally. The Youth Services Manager will be filled by an internal candidat.

Smiota smart lockers are now expected to arrive October 4th. Shipment was delayed. FastSigns is designing a wrap for the smart lockers that they will print and install.

Jennifer shared some customization Emily has been creating on the library's CountyCat page. There are now Greenfield specific browse categories at the top of the home screen promoting Library of Things and the library's video game collection.

10. Annual election of officers – ACTION

a. President

Creston and Amber were nominated. Amber said she would prefer to self-nominate for the First Vice President role and took herself out of consideration for the president roll.

b. First vice-president

Amber was nominated.

c. Second vice-president

Sue was nominated.

d. Comptroller

Brittany was nominated.

Jennifer called for other nominations three times. No other nominations.

Robyn made a motion to unanimously approve the nominated officers. Andy seconded. Motion passed.

11. Library Board to go into closed session pursuant to Wisconsin Statute 19.85(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. (Library Director Contract Renewal)

12. Adjourn to closed session and reconvene into open session (Action)

Robyn motioned to adjourn out of closed session at 8:28 and Andy seconded. Motion passed.

13. Report out of closed session of actions taken: Decision regarding renewal of Library Director contract (Action)

Amber reported that the board approved the proposed contract between the board and Jennifer effective October 2, 2024 as written.

A subcommittee was formed to complete the requested performance review within 60 days. Subcommittee members are Brittany, Amber, and Sue.

Board requested closed session next month as well.

14. Next Meeting: October 14, 2024, at 6:30 PM

15. Adjournment (Action)

Robyn motion to adjourn at 8:325 and Andy seconded. Motion passed.

Respectfully submitted

Emily Alford, September 2024