



GREENFIELD PUBLIC LIBRARY BOARD
Thursday, January 15, 2026, at 6:30 PM
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 Creston Flemming at 6:36 PM.

On roll call in attendance were Brittany Haiser, Amber Lococo, Sue DeWitt, Alderperson Andrew Drzewiecki, Connie Hughes, Marie Cardenas, and Creston Flemming.

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 accounts payable items of note from November are new public laptops for \$9,495.67, Discovery mini table for 4,290.57, CoverOne book repair machine for \$1,861.58. Ideal Mechanical reimbursed the library for \$3700 for work not completed.

In November the library was at 99.54% of revenues received and 85.16% of expenditures for the year.

December accounts payable item of note is Shurclean \$6,415.00 to ShurClean for cleaning carpets and flooring.

Year end the library was at 100.93% of revenue received and 95.12% of expenditures. The library collected more fines and money for photocopies and faxes than predicted.

4. Consent Agenda (Action)

- a. Approval of the minutes**
- b. Approval of the financial report**
- c. Approval of the invoices**

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

Connie motioned to approve the consent agenda and Amber seconded; motion passed unanimously.

6. President's Report (information)

none

7. Old Business

none

8. New Business

a. Report, Discussion, and Decision updating the Room Reservation and Use Policy and Application Form to allow credit cards for deposits and payments.

Jennifer presented the updated policy allowing the library to accept credit cards for room security deposits and payments.

Creston asked if the transaction fee is also refunded. Jennifer will investigate that.

Discussion of the policy and how it came about it.

Brittany motion to approve updating the Room Reservation and Use Policy and Application Form if credit card fees are refunded or write in the policy that fee will not be refunded and Marie seconded; motion passed unanimously.

9. Library Director's Report (Information)

The library is no longer working Ideal Mechanical for HVAC maintenance and will now be working with Dillett Mechanical.

All cash and credit card transaction will be processed through BS&A Cash Receipting software by the end of the month. This is the city's preferred system.

Gale Courses is being cancelled by MCFLS. It is a very expensive product and did not get enough use to justify the cost. The cost per class was about \$27 in 2025. MCFLS will research an alternative. The library still has Udemy through MCFLS, which also offers online classes.

Next month Jennifer will bring the State's Annual Report for approval. Jennifer shared some statistics and highlights from 2025.

Discussion of Explore Passes.

Winter Reading Challenge has started. Jennifer shared prizes the library is giving participants.

The library held its yearly staff party. Jennifer treated staff to dinner at El Beso and staff participated in an ornament exchange.

Jennifer has asked staff to complete a self-evaluation form. She will meet with staff in a couple weeks to discuss their ideas and answers on the form.

IT Director Tim Lemmers is going to install a vertical free standing digital sign board in the library lobby. Library staff will be able to post hours and events on it.

Amber asked about strategic planning. Jennifer wants to gather the staff feedback from the self-evaluation survey and use that as a jumping off point for a strategic plan.

Sue asked about a Friends group. The library put a write-up in our seasonal brochure and Jennifer heard from a few people. There is interest. She would like to make it part of the strategic process.

One side of the roof has been repaired. The other side will be repaired in 2026-2027. They are going to do a scan to see where there are wet spots in the insulation.

Connie asked about school outreach. Jennifer listed outreach efforts.

Trail mix bar the Library Board created for the staff was a huge hit.

The library's logo shop is open. Jennifer will send out the link for board to order shirts if they like.

Sue asked about status of art work. Jennifer will work on it this month. She wants it out in the library next month.

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

none

11. Next Meeting: February 19, 2026, at 6:30 PM

12. Adjournment (Action).

Connie moved to adjourn the meeting and Brittany seconded; motion passed unanimously. Meeting adjourned at 7:28 PM.