



**GREENFIELD PUBLIC LIBRARY BOARD**  
**Thursday, March 19, 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 by Amber Lococo at 6:32 PM.**

On roll call in attendance were Marie Cardenas, Sue DeWitt, Andrew Drzewieski, Sarah Dunmire, Amber Lococo, Kyle Sundby.

Excused were Creston Flemming and Connie Hughes.

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 that the numbers listed in the January Revenue and Expenditures Report numbers were correct, so there was no need to go through them again.

February report shows that 90.94% of total revenues are in and 14.03% of expenditures are in. Accounts payable item of note is a bill for an annual fire inspection.

**4. Consent Agenda (Action)**

- a. **Approval of the February 19, 2026, minutes**
- b. **Approval of the January and February 2026 financial reports**
- c. **Approval of the February 2026 invoices**

**5. Items pulled from the consent agenda for discussion (Action) - none**

Sarah's name is spelled wrong in the January minutes.

Kyle motioned to approve Consent Agenda with the spelling correction to the minutes and Sue seconded; motion passed unanimously.

**6. President's Report (information) - none**

## 7. Old Business

### a. Report, Discussion, and Decision 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook.

Jennifer provided a new copy of the handbook with an added section about staff meetings and section about travel for conferences, etc.

Sarah pointed out some typos.

Sarah motioned to approve the 2026 Best Practices, Department Work Rules, Library Policies, and Staff Procedures Handbook with suggested edits and Marie seconded; motion passed unanimously.

## 8. New Business

### a. Report, Discussion and Decision 2026 Gaden Landscaping Service Agreement with Kolster Landscapes

Jennifer presented the service agreement and reported the hourly rate increased from \$46 an hour to \$47 an hour. The agreement proposes a higher number of hours, but only bills for actual hours of labor.

Marie motioned to approve the 2026 Garden Landscaping Service Agreement with Kolster Landscapes and Sarah seconded; motion passed unanimously.

### b. Report and Discussion regarding a Library Board Policies Review Timeline and Inventory

Jennifer would like to establish a timeline for how frequently policies should be reviewed. She proposes the Library Board review policies every 3 years on average. Jennifer presented a draft of a proposed policy review schedule. Discussion of how frequently review is needed followed. Sue would like to review safety and security/emergency policies annually.

### c. Report and Discussion regarding Sunday Hours Data

Jennifer provided data about patron library use on Sundays and other MCFLS libraries' Sunday hours. Discussion of hours followed. Andrew asked if Jennifer could look at gate counts by time. Jennifer is waiting to hear back from MCFLS about circulation statistics on Sundays. Kyle suggested doing a patron survey on the library's hours.

## 9. Library Director's Report (Information)

Emily presented a Winter Reading Challenge review. Registration increased 28% from 2025 to 2026.

Jennifer reported on the roof repair on the east side of library, which will start in September and finish in October. The Buildings and Facilities Manager, Kent Perleberg, is reviewing the bid. The City will fund it.

The library received a \$7000 donation from former Library Board President Robin Bruhn. The library now has WhoFi, a program that will track wireless usage. The Summer Recreator write-ups are in. Jennifer reviewed some highlights. Sarah asked about Friends group; Jennifer had nothing to report. Sarah asked about America 250 programs. Jennifer added two adult crafts that are patriotic themed. American Revolution in the Midwest, Hamilton exhibit, children's program Happy Birthday, America are the other America 250 programs planned for the summer. Connie is providing English and Spanish versions of the Constitution in the lobby. The library added two Explore Passes, Horwitz-DeRemer Planetarium in Waukesha and Bookworm Gardens in Sheboygan. The reupholstery project is near completion, about 90% finished. Historical photos are at a framing shop in Bay View.

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

Report, Discussion, and Decision regarding a Library Board Policies Review Timeline and Inventory

**11. Next Meeting: April 16, 2026, at 6:30 PM**

**12. Adjournment (Action).**

Sue motioned to adjourn at 7:45 PM and Kyle seconded.