GREENFIELD PUBLIC LIBRARY BOARD
Thursday, June 18, 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 Creston Flemming at 6:38 PM**

   On roll call in attendance were Amber Lococo, Sue DeWitt, Connie Hughes, Sarah Dunmire, Marie Cardenas. Kyle Sundby and Brittany Haiser were excused.

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

2. **Public comment (information) – 5-minute limit.**

   none

3. **Comptroller's report (information)**

   Brittany sent in her report. There was nothing of note in the April invoices.

   In the May invoices the library had the fee for the staff training day speaker, Martina Mathisen for $1,400, Steamdry for cleaning the carpets after a drain in the women's bathroom backed up for $1,257, and SouthShore Gallery & Framing for the historic pictures that were framed for $772.50.

   The May expenditures show the library has 97.98% or revenue in and is at 38.46% of expenditures.

   Jennifer pointed out that we are over (3.79%) in building maintenance and that is a finance error.

4. **Consent Agenda (Action)**
   a. **Approval of the May 21, 2026 minutes**
   b. **Approval of the April 2026 invoices**
   c. **Approval of the May 2026 financial report**
   d. **Approval of the May 2026 invoices**

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

   Amber motioned to approve the Consent Agenda and Sue seconded; motion passed unanimously.

6. **President's Report (information)**

   a. **Report – Slate of officers for annual election of officers at the July 16, 2026**

      Creston reported that Amber, Sarah, and he met to discuss the Library Board officers. They recommend Creston for President, Sarah for 1st Vice President, Marie for 2nd Vice President, Brittany for Comptroller. They also recommend asking Kyle if he would like to shadow Brittany as Comptroller and take over after her Library Board term is up.

7. **Old Business**

   a. **Report and Discussion regarding Sunday Hours**

      Jennifer is still collecting data from the security gate counts on Sundays. She also brought up the possibility of offering Sunday hours October 1-April 30 instead of Labor Day-Memorial Day.

8. **New Business**

   a. **Report, discussion, and decision regarding changes to the circulation policy – digital signature collection, increasing the DVD loan period, and replacement fees**

      Emily brought up proposed changes to the circulation policy. MCFLS is no longer collecting digital signatures from patrons in their library card records.

      Staff members have reported that patrons are asking to change the library's DVDs to a 3-week loan period, as that is what many libraries in MCLFS are now doing.

      Emily would like to change the policy of replacement fees to allow patrons to purchase an item in good condition with the same ISBN plus a $5 processing fee in lieu of paying replacement fines. Accepting replacements would be at the Library Director and Assistant Director's discretion.

      Sarah motioned to approve the changes to the circulation policy and Amber seconded; motion passed unanimously.

   b. **Report, discussion, and possible action regarding employer Wisconsin Retirement System (WRS) contribution obligations for an eligible part-time library employee, including retroactive contributions to 2015**

Jennifer reported that a library employee had been eligible for the Wisconsin Retirement System (by working 1200 hours or more per year) since 2015. From 2015 to 2021 the employee and the library had not been contributing to his WRS. Now the library has been invoiced for the amount owed for this oversight, $10,825.54. The library can use the money saved by not having a Youth Services Manager in June and July to pay for the missed contributions. The City of Greenfield will pay the penalty.

Connie motioned to approve the Wisconsin Retirement System (WRS) contribution obligations for an eligible part-time library employee, including retroactive contributions to 2015 and Creston seconded; motion passed unanimously.

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

Jennifer reported that she and Emily interviewed four candidates for the vacant Youth Services Manager position and made a job offer to a candidate.

The 2027 budget process is underway. The library's budget is expected to remain the same as 2026. Jennifer expects an increase in the library's MCFLS payment.

The women's restroom in the Children's Library hallway has a drain that has backed up twice in the last couple months. Kent, the Building and Facilities Manager, is hiring a plumbing company to see what is causing this.

A new sound system was installed in the Community Room.

Jennifer has put up a Facebook post to recruit a new Library Board member.

The staff training day went well. The presenter spoke about improving communication.

Jennifer attended the ribbon cutting for the second Story Walk at Konkol Park, that the library participates in creating.

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

none

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

12. **Adjournment (Action).**

Connie moved to adjourn at 7:18 PM and Creston seconded; motion passed unanimously.