GREENFIELD PUBLIC LIBRARY BOARD
Thursday September 17, 2026, at 6:30 PM
Second 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 6:32 PM.**

   On roll call in attendance were Creston Flemming, Sue DeWitt, Marie Cardenas, Sarah Dunmire, Connie Hughes, Sharice Nelson.

   Kyle Sundby and Brittany Haiser were excused.

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

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

   none

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

   Jennifer provided the Comptroller's report in Brittany's absence.
   Revenues are at 99.07%.
   Expenditures are at 64.44%
   Invoices of note: Nothing significant or out of the ordinary. New equipment listed is the Playscapes order paid for with a donation and from the operating budget. $7,000 from the donation and $7,000 from budget.

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)**

none

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

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

   none

7. **Old Business**

   a. **Report and Discussion regarding the 2027 Budget**

      Jennifer reported that everything for the budget was submitted. She was going to get a flooring quote but won't have time because she would also need a quote for the cost of moving the shelving. That will be postponed until next year.

8. **New Business**

   a. **Report, Discussion and Decision reallocating capital project CE2608 Furniture Replacement or Reupholstery to Self Checkout Replacement Project**

      The last piece of furniture is out for reupholstery. The library has $10,000 left over from this project and Jennifer asked the Board to reallocate that money to pay for replacing the self checkout machines. The mayor approved Jennifer to get bids for this project. The library needs three checkout stations and six RFID pads. The library would use money from the fund balance to pay for the rest of the amount required for the self checks.

      Connie motioned to reallocate capital project CE2608 Furniture Replacement or Reupholstery to Self Checkout Replacement Project and Marie seconded; motioned passed unanimously.

   b. **Report, Discussion and Decision to create a committee to reform the Friends of the Greenfield Public Library**

      Sarah brought up the idea of forming a committee to reform the Friends of the Greenfield Public Library at the July Board Meeting. Discussion of the purpose and function of the Friends of the Greenfield Public Library followed. Money raised at the Milkmen fundraisers is earmarked to pay to reinstate the 501(c) for a Friends group.

      The Board asked Jennifer and Emily to create a list of what Friends volunteers could do in the library. They also asked for any documentation Jennifer has from the former Friends group.

Sarah, Connie, Sue, and Sharice volunteered to be on the committee.

Sarah will contact New Berlin Public Library, Connie will contact Greendale Public Library, Sue will contact Oak Creek Public Library, and Sharice will contact Franklin Public Library to gather information about what those Friends groups do.

The committee's first meeting will be Thursday, October 8, at 7:00 PM at the Library in the Conference Room.

c. Report, Discussion and Decision regarding 2027 Library Closed Dates

Jennifer presented the calendar of proposed closed and paid holiday dates in 2027. There will be two more closed days than in 2026 because July 4th and Christmas fall on weekends and will be observed the following Monday. Jennifer moved the Staff Development Day to April. April 4th is grayed out on the calendar and shouldn't be, August 1 should be grayed out, and November 28 needs to be listed below.

Sarah motioned to approve the 2027 Library Closed Dates with the noted changes and Connie seconded; motion passed unanimously.

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

- The mural was installed this week in the Children's Library, and the musical instruments were installed in the garden.
- Window cleaning is scheduled for Monday, September 28.
- Carpet cleaning is scheduled for Friday, October 10. It will take a couple days. Steam Dry, who did the cleaning in the Children's Library hallway after the sewer pipe backed up, will do the carpet cleaning.
- Two staff area door locks were replaced.
- The men's restroom soap dispenser came off the wall and left soap all over the bathroom. Kent Perleberg, the Buildings & Facilities Manager, replaced the soap dispenser and fixed the faucet.
- The outlets in the Community Room were repaired. The outlets blew out during a program because a prong from a plug broke off and was left in an outlet.
- The paper towel dispenser in the basement bathroom needs to be fixed.
- The light fixture behind the Adult Reference Desk needs to be fixed.
- Four laptops will be ready from IT on Tuesday.
- The library received an open records request for records about Hoopla. Jennifer is working with Steve Heser at MCFLS to provide the requested documentation.
- 75 people came to the craft supply swap.
- Emily reported another book club would like us to pull books for them.
- 56 people came for the sour dough program.
- Emily reported on the Summer Reading statistics. 927 people registered for the Summer Reading Challenge. The library offered 102 programs, which had a total of 3,531 participants.

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

    Update from the committee to reform the Friends of the Greenfield Library.

11. **Next Meeting: October 15, 2026, at 6:30 PM**

12. **Adjournment (Action).**

    Connie motioned to adjourn at 7:37 PM and Sue seconded; motion passed unanimously.