

GREENFIELD PUBLIC LIBRARY BOARD
Thursday, February 20, 2020 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield

Agenda

1. The meeting called to order & roll call.
2. Approval of the January 16, 2020 Library Board meeting minutes (Action).
3. Public comment (Information).
4. Acceptance of the Financial Report (Action).
5. Approval of the bills presented for payment (Action).
6. President's Report (Information).
7. Committee Reports:
 - A. Legislative & Policy Committee Report and Recommendations
 - i. Report, discussion and decision whether to update several Library policies (as listed in Appendix A); (Action).
 - ii. Report, discussion and decision to adopt the proposed "Photography and Videography in the Library Policy (as presented in Appendix B); (Action).
 - B. Marketing & Community Relations Committee Report and Recommendations (Action).
 - C. Budget & Finance Committee Report and Recommendations (Action).
 - D. Human Resources Committee Report and Recommendations (Action).
 - i. Board to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) to consider the following: employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Action):
 - I. Report, discussion and decision regarding changes to the Employee Handbook to recommend to the full board (Action); (As listed in Appendix C).
 - II. Review of the Library Director's 2019 goals.
 - III. Report, discussion and decision regarding establishment of the Library Director's 2020 goals to recommend to the full board (Action).
 - IV. Report, discussion and decision regarding the Library Director's 2020-2023 employment contract to recommend to the full board (Action).
 - ii. Adjourn closed session and reconvene into open session (Action).
 - iii. Report out of closed session of actions taken (Action).
 - E. Building Committee Report and Recommendations (Action).
 - F. Ad-hoc Art Enhancement Committee Report and Recommendations (Action).
8. Old Business.

9. New Business:
 - A. Presentation of the Wisconsin 2019 State annual, discussion and decision whether to endorse the report for the President's signature (Action).
 - B. Discussion and decision whether to endorse a "Statement of System Effectiveness" to accompany the Wisconsin 2019 Annual Report (Action).
 - C. Continuing Trustee Education (Information).
10. New items for placement on next agenda (Information).
11. Next Meeting (Information):
11. Library Director's report (Information).
12. Adjournment (Action).

Upon reasonable notice, efforts will be made to accommodate the needs of hearing impaired individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Library Director at 321-9595, FAX 321-8595 or TDD 1-800-947-3529 (WI Telecommunications Relay), or by writing to the Library Director at the Greenfield Public Library, 5310 West Layton Avenue, Greenfield, WI 53220. The Greenfield Public Library is wheelchair accessible. 2/14/2020

Greenfield Public Library
5310 West Layton Avenue
Greenfield Wisconsin 53220
(414) 321-9595; fax (414) 321-8595
<http://www.greenfieldlibrary.org>

GREENFIELD PUBLIC LIBRARY BOARD
Thursday January 16, 2020 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

Minutes

1. The meeting was called to order by Ald. Lubotsky at 6:30 pm. On a roll call, the following were in attendance:
Ms. Bruhn
Ms. Czaplewski
Ms. DeWitt
Mr. Flemming
Ms. Knasinski
Ald. Lubotsky
Ms. Mendoza
Ms. O'Brien
Ms. Ryan

Mr. L'Amie was absent.
2. Approval of the November 21, 2019 Library Board meeting minutes (Action). On a motion by Ms. Czaplewski, seconded by Ms. DeWitt, the minutes of the November 21, 2019 meeting were approved as presented.
3. Public comment (Information). Andrew Drzewczcki, candidate for First District alderperson, attended the meeting.
4. Acceptance of the Financial Report for November and December 2019 (Action). Revenues in November were below budget in fines but ahead in other fees. Salaries and wages were at 91%, and the library was ahead also with insurance and tax payments. The library was over budget in office supplies and maintenance, but this was offset by other savings. In December, revenue was at 101% overall, with expenditures similar to those in November. The operational budget was at 97%, within the planned range. Ms. Ryan moved to accept the financial report for November and December 2019 and Ms. Czaplewski seconded. All voted in favor.
5. Approval of the November and December 2019 bills presented for payment (Action). Bills for November included a capital expense for Windows 10 upgrades. Accounts payable in November included bills for lawn winterization and reasonably low electricity expenses. Bills in December included several larger expenses such as MCFLS automation charges and subscription renewals. Energy bills increased slightly from November levels. Gibb Building Maintenance did not bill the library in December, but the library may still owe a final bill in January if the December maintenance does not turn out to have been prepaid. Ald. Lubotsky moved to accept the bills for payment and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Ms. Knasinski, Ald. Lubotsky, Ms. Mendoza, and Ms. Ryan voted in favor; none voted against nor abstained.
6. President's Report (Information). Ald. Lubotsky announced that her term as alderperson expires in April and she is not running for re-election.

7. Committee Reports:

- A. Legislative & Policy Committee report and recommendations (Action). Met before the full Board meeting, looked at the current Library handbook and examined policies that need revision; Ms. O'Brien will write the revisions and present them back to the committee and the board. The committee will also create a photography and videography policy. The library currently does not have a policy addressing public photography or filming in the library. Library staff have requested that a policy be drafted that would address the needs of privacy and confidentiality while respecting free speech rights in a public place. There are policies drafted by other libraries that address this issue; the Wisconsin DPI doesn't make a recommendation on the issue but does provide examples of policies. Several public groups have already tested the library in this way, and the library staff needs clarification. A good model policy contains different scenarios for journalists, library use, and other situations. It was recommended that the Library Director also consult the city attorney.
- B. Budget & Finance Committee report and recommendations (Action). Did not meet.
- C. Human Resources Committee report and recommendations (Action). Did not meet, but plans to meet on January 30 at 5 pm.
- D. Marketing and Community Relations Committee report and recommendations (Action). Did not meet.
- E. Building Committee report and recommendations (Action). Did not meet.
- F. Ad-hoc Art Enhancement Committee report and recommendations (Action). Did not meet.

8. Library Director's Report (Information):

- A. Report on the status of MCFLS libraries' response to the ILS, Resource Sharing, and Technology Agreement. All county library boards, with the exception of West Allis, have signed the agreement. Two other library boards also wrote a letter of dissent (West Allis and Cudahy along with Greenfield.)
- B. Review of 2019 operating and capital budgets' year-end performance. The library ended 2019 with a \$15,520 positive balance, adding to the fund balance for a total of \$38,243 to start 2020. There may be an expensive boiler repair needed within the next few months. Quotes for this repair will be obtained.
- C. Report on the status of the current Library Emergency Response Plan and Threat Assessment report, training, policies and procedures. Ms. O'Brien displayed the Emergency Response Plan grab bag, which would be taken along by staff in any evacuation. The library has three, which contain an emergency light, weather radio, first aid kit, and a Mophie power supply for cell phones. The emergency response plan is 95% complete and only awaits the creation of an emergency response team. Members would receive training in first aid, CPR, defibrillator use, and evacuation drills.
- D. Report on newly available city-wide agenda and minutes portal. Greenfield now subscribes to "Civic Clerk," which streamlines the agenda and minutes process and makes them uniform across all city departments. The minutes would be produced by an automated process. Ms. Knasinski moved to immediately adopt the system and Ms. Ryan seconded. All voted in favor.

9. Old Business (Information):

- A. Report, discussion and decision regarding the completion of carpeting replacement Phase 2 of the first floor stacks area (Action). There is \$38,243 in the fund balance. Carpeting should be finished on the first floor before the pattern goes out of stock, at a cost of \$25,000. The anticipated boiler repair may be \$5000-\$6000. The carpet would be installed around the shelves, not underneath them, for a cost savings. The previous quote was from the end of 2019 and more quotes will be solicited. Ms. Czaplewski moved that the library informally seek quotes from area big box stores;

depending on the result, it can then advance to either a formal RFP process or to asking the original installer to do the work. Ms. DeWitt seconded. All voted in favor.

10. New Business (Information). The 2019 Annual Report will be available next month. The template for the new library logo is also near completion.
11. Continuing Trustee Education (Information). None.
12. New items for placement on next agenda (Information). The library's 2019 annual report will be discussed.
13. Next Meeting: February 20, 2020 at 6:30 PM.
14. Adjournment (Action). On a motion by Ald. Lubotsky, seconded by Ms. Ryan, the meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Mary Knasinski.

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD
 PERIOD ENDING 01/31/2020
 % Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 01/31/2020	ACTIVITY FOR MONTH 01/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,243,955.00	0.00	0.00	1,243,955.00	0.00
100-0000-430.1010	NET USAGE PAYMENTS	41,800.00	0.00	0.00	41,800.00	0.00
100-0000-467.1010	LIBRARY REVENUE	13,621.00	865.30	865.30	12,755.70	6.35
100-0000-467.1020	PHOTO COPIES	11,332.00	1,176.20	1,176.20	10,155.80	10.38
100-0000-467.1030	PROGRAMS	200.00	0.00	0.00	200.00	0.00
100-0000-467.1040	FINES	35,350.00	3,974.04	3,974.04	31,375.96	11.24
100-0000-467.1050	FINES - MCFLS SUSPENCE	0.00	136.95	136.95	(136.95)	100.00
100-0000-467.1070	OTHER	(1,113.00)	0.00	0.00	(1,113.00)	0.00
100-0000-480.1000	DONATIONS GENERAL	0.00	195.99	195.99	(195.99)	100.00
100-0000-494.1000	OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 0000		1,395,145.00	6,348.48	6,348.48	1,388,796.52	0.46
TOTAL REVENUES		1,395,145.00	6,348.48	6,348.48	1,388,796.52	0.46
Expenditures						
Dept 0000						
100-0000-580.0000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
Dept 3001 - LIBRARY OPERATIONS						
100-3001-510.0000	SALARIES & WAGES	745,380.00	46,581.57	46,581.57	698,798.43	6.25
100-3001-514.0000	OVERTIME	0.00	0.00	0.00	0.00	0.00
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	152,667.00	7,617.16	7,617.16	145,049.84	4.99
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	56,000.00	3,446.12	3,446.12	52,553.88	6.15
100-3001-515.1500	PENSION-GENERAL	48,718.00	1,967.50	1,967.50	46,750.50	4.04
100-3001-519.4000	WORK PERMITS, ETC.	3,000.00	0.00	0.00	3,000.00	0.00
100-3001-521.2800	BANK SERVICE CHARGES	700.00	0.00	0.00	700.00	0.00
100-3001-524.1110	MCFLS/AUTOMATION	33,000.00	0.00	0.00	33,000.00	0.00
100-3001-524.1200	EQUIPMENT MAINTENANCE	38,500.00	1,080.00	1,080.00	37,420.00	2.81
100-3001-530.0100	OFFICE SUPPLIES/SM \$ ITEM	12,000.00	(491.45)	(491.45)	12,491.45	(4.10)
100-3001-530.0700	PRINTING	18,000.00	555.41	555.41	17,444.59	3.09
100-3001-530.0800	POSTAGE & MAILING	5,000.00	(3.60)	(3.60)	5,003.60	(0.07)
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,800.00	68.25	68.25	1,731.75	3.79
100-3001-530.1600	TRAINING	6,500.00	20.46	20.46	6,479.54	0.31
100-3001-530.4500	EQUIPMENT REPAIRS	9,000.00	0.00	0.00	9,000.00	0.00
100-3001-580.1100	NEW EQUIPMENT	10,000.00	299.10	299.10	9,700.90	2.99
100-3001-590.9800	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 3001 - LIBRARY OPERATIONS		1,140,265.00	61,140.52	61,140.52	1,079,124.48	5.36
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	90,000.00	0.00	0.00	90,000.00	0.00
100-3002-538.2000	PERIODICALS	9,600.00	0.00	0.00	9,600.00	0.00
100-3002-538.3000	DATA BASE MANAGEMENT	15,080.00	0.00	0.00	15,080.00	0.00
100-3002-538.4000	EBOOKS	7,600.00	0.00	0.00	7,600.00	0.00
100-3002-538.5000	NON-PRINT	16,000.00	89.96	89.96	15,910.04	0.56
Total Dept 3002 - LIBRARY COLLECTION		138,280.00	89.96	89.96	138,190.04	0.07

REVENUE AND EXPENDITURE REPORT FOR GREENFIELD

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 8.47

GL NUMBER	DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 01/31/2020	ACTIVITY FOR MONTH 01/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	40,000.00	2,556.30	2,556.30	37,443.70	6.39
100-3003-522.1100	GAS	15,000.00	860.34	860.34	14,139.66	5.74
100-3003-522.1300	WATER	3,600.00	0.00	0.00	3,600.00	0.00
100-3003-522.1400	SEWER SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
100-3003-529.1000	JANITORIAL	36,000.00	0.00	0.00	36,000.00	0.00
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	4,000.00	0.00	0.00	4,000.00	0.00
100-3003-530.9500	BUILDINGS MAINTENANCE	14,000.00	0.00	0.00	14,000.00	0.00
Total Dept 3003 - BUILDING OPERATIONS		116,600.00	3,416.64	3,416.64	113,183.36	2.93
TOTAL EXPENDITURES		1,395,145.00	64,647.12	64,647.12	1,330,497.88	4.63
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,395,145.00	6,348.48	6,348.48	1,388,796.52	0.46
TOTAL EXPENDITURES		1,395,145.00	64,647.12	64,647.12	1,330,497.88	4.63
NET OF REVENUES & EXPENDITURES		0.00	(58,298.64)	(58,298.64)	58,298.64	100.00
BEG. FUND BALANCE		22,722.60	22,722.60			
NET OF REVENUES/EXPENDITURES - 2019			(5,761.90)		(5,761.90)	
END FUND BALANCE		22,722.60	(41,337.94)			

GREENFIELD LIBRARY ACCOUNTS PAYABLE
January 2020 (December 2019 Expenses)

3001.519.4000 Permits	Vendor Name: Unique Management		1 Invoice(s)	<u>\$35.80</u> \$35.80
3001.524.1110 MCFLS Automation	MCFLS (Q4 services)		1 Invoice(s)	<u>\$ 144.06</u> \$ 144.06
3001.530.0100 Supplies	P-card 1619 (Hooks, fasteners, air fresheners)		1 Invoice(s)	\$ 47.32
	Replenish Petty Cash		1 Invoice(s)	<u>\$ 9.08</u> \$ 56.40
3001.530.0700 Printing, Programs	Central Office Systems		2 Invoice(s)	\$ 601.18
	Tessera Design (Logo design)		1 Invoice(s)	<u>\$ 700.00</u> \$ 1,301.18
3001.530.0800 Communications	Verizon		1 Invoice(s)	<u>\$ 39.23</u> \$ 39.23
3001.530.4500 Equipment Repair	Dnesco Electric (Convert to LED and install lamps)		1 Invoice(s)	\$ 1,167.69
	Ideal Plumbing (Troubleshoot noisy boiler)		1 Invoice(s)	<u>\$ 486.00</u> \$ 1,653.69
3002.538.1010 Books	Baker & Taylor	1 Credit	4 Invoice(s)	<u>\$ 1,163.27</u> \$ 1,163.27
3002.538.5000 Audio-Visual	Baker & Taylor		2 Invoice(s)	<u>\$ 94.24</u> \$ 94.24
	TOTAL ACCOUNTS PAYABLE	1 Credit	16 Invoice(s)	<u><u>\$4,487.87</u></u>
	Final 2.10.2020 mbs			

GREENFIELD PUBLIC LIBRARY

Capital Budget Expense

December 2019

Charged to:	Vendor	Invoice No.	Product	Unit Price	Amount
CE 1207 (\$849.65)					
CE1115 (\$996.95)					
CE1719 (\$813.00)	Poblocki Sign	101254	New interior signs		\$ 4,787.00
CE1909 (\$1,738.40)					
CE1528 (\$389.00)					
					<hr/>
					<u>\$ 4,787.00</u>

GREENFIELD LIBRARY ACCOUNTS PAYABLE
January 2020

3001.530.0100 Supplies	Amazon (Disinfecting wipes)	1 Invoice(s)	\$ 25.08
	P-card 1619 (Prof Safe & Lock-keys)	1 Invoice(s)	\$ 77.05
	Quality Awards (Staff name badge)	1 Invoice(s)	<u>\$ 10.50</u>
			\$ 112.63
3001.530.0700 Printing, Programs	Amazon (Supplies for art class)	2 Invoice(s)	\$ 96.65
	P-card 1619 (Michaels art supplies)	1 Invoice(s)	\$ 19.69
	Central Office Systems (Contract base rate)	1 Invoice(s)	<u>\$ 439.07</u>
			\$ 555.41
3001.530.1100 Dues	Aurora EAP	1 Invoice(s)	<u>\$ 68.25</u>
			\$ 68.25
3001.530.1600 Training	Mileage/Parking reimb Gloria M.	1 Invoice(s)	\$ 14.43
	Mileage Reimb Phil S.	1 Invoice(s)	<u>\$ 16.96</u>
			\$ 31.39
3001.580.1100 New Equipment	P-card 1619 (Home Depot -Blue kids' tables)	1 Invoice(s)	<u>\$ 299.10</u>
			\$ 299.10
3002.538.1010 Books	Baker & Taylor	6 Invoice(s)	<u>\$ 3,648.02</u>
			\$ 3,648.02
3002.538.5000 Audio-Visual	Baker & Taylor	8 Invoice(s)	<u>\$ 800.25</u>
			\$ 800.25
3003.522.1000 Electric	WE Energies	1 Invoice(s)	<u>\$ 2,556.30</u>
			\$ 2,556.30
3003.522.1100 Gas	WE Energies	1 Invoice(s)	<u>\$ 860.34</u>
			\$ 860.34
3003.529.1000 Janitorial	ShurClean	1 Invoice(s)	<u>\$ 1,665.00</u>
			\$ 1,665.00
3003.530.9500 Building Maintenance	Aramark (Mat service)	1 Invoice(s)	<u>\$ 50.44</u>
			\$ 50.44
	TOTAL ACCOUNTS PAYABLE	29 Invoice(s)	<u>\$ 10,647.13</u>
	Final 2.12.20 mbs		