

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, January 21, 2021 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Czaplewski at 6:34 pm via Zoom.
Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo.
Also present: Sheila O'Brien, Library Director
Joining Later - Ms. Mendoza
Excused - Ald. Collins
2. Approval of the November 19, 2020 Library Board Meeting Minutes:
Motion to approve the minutes by Ms. Czaplewski, seconded by Mr. L'Amie.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report for November and December 2020:
Mr. Flemming presented the report and there was discussion of the highpoints.
Discussion included a fund balance of \$152,983.05 from 2020 that will roll over into the 2021 library fund balance. This balance resulted due to changes in library staffing hours, building use, library traffic and other impacts of COVID.
Motion to approve the financial reports for November and December 2020 by Ms. Czaplewski, second by Ms. Cardenas.
Motion carried.
5. Approval of the November and December 2020 bills presented for payment:
Mr. Flemming presented the bills for payment and answered questions.
Highlights included purchase of needed COVID supplies and a new World Book Encyclopedia 2021 edition, which is highly used. Also our pest management service reports that the library passed inspections.
Motion to approve the November and December 2020 bills for payment by Ms. Czaplewski, second by Mr. Flemming.
Roll Call vote with unanimous approval of those present.
Motion carried.
6. President's Report
Nothing to report at this time.
7. Committee Reports:

No reports given

- A. Legislative and Policy Committee - Did not meet
- B. Budget and Finance Committee - Did not meet
- C. Human Resources Committee - Did not meet (was previously planned for Jan. but will be meeting later)
- D. Marketing and Community Relations Committee - Did not meet
- E. Building Committee - Did not meet
- F. Ad-Hoc Art Enhancement Committee - Did not meet

8. Old Business:

- A. Board to go into closed session pursuant to Wisconsin Statutes 18.85 (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.

Motion to go into closed session made by Ms. Czaplewski, second by Ms. Lococo.

Upon roll call vote, the motion was approved.

The board went into closed session at 6:49 pm.

- B. Adjourn closed session and reconvene into open session.

Motion to adjourn closed session and reconvene in open session made by Ms. Czaplewski, second by Ms. Bruhn. Motion carried.

- C. Report of closed session actions taken.

\$15.00 per hour as the minimum wage for all current staff wages was approved in closed session. In addition, the HR Committee agreed to meet in the near future to address compensation for all staff members based on experience, merit and the budget to do so.

Ms. Czaplewski made a motion to approve the adoption of a \$15.00 per hour minimum wage for all current staff members, seconded by Mr. Fleming.

Roll Call Vote: Unanimous by those in attendance.

Ms. Mendoza joined the meeting at 7:03 pm.

9. New Business:

- A. Report on the City of Greenfield Health Department's Letter to the Community on Covid-19 vaccine planning. Presentation by Ms. O'Brien
The City Health Department's current distribution of vaccine is to those in phase 1a. The department has received only 200 doses up to this time. They have 1,000 more persons eligible for vaccine in phase 1a. This process has been slow

going and depends on the supply of vaccine they receive. Library employees will likely be eligible to receive the vaccine in phase 1b or 1c.

10. Library Director's Report

A. Report on the current status of the Library's Covid-19 Response Plan.

Presentation by Ms. O'Brien

The pre-Thanksgiving surge of Covid-19 positive cases state-wide and nation-wide prompted the library to place additional limits on computer sessions and table time to 30 minutes per session per day. The library hours were also shortened slightly. There was discussion of Greenfield Library's experiencing some drift over of Milwaukee libraries' patrons due to MPL offering very limited services. Our circulation was performing at 85% of pre-Covid numbers prior to Thanksgiving, but has dipped down to about 65% when the additional limits were imposed.

B. Report on planning for Winter/Spring and Summer programming.

Ms. O'Brien reported that shortened library hours and shortened "stay time" will continue through February.

April may bring a "story walk" in the Children's garden.

No live face to face programming is planned for summer, however, staff will be prepared to respond quickly if health conditions change.

C. New Board Member Committee Appointments

New member Marie Cardenas appointed to two committees—Marketing and Community Relations, and the Ad-hoc Art Enhancement committees.

11. Continuing Trustee Education - none

12. New Items for placement on the next agenda

HR Committee

Art Committee

Annual Report

13. Next Meeting Set for February 18, 2021 at 6:30 pm.

14. Adjournment

Motion to adjourn by Ms. Czaplewski, seconded by Mr. L'Amie

Motion carried.

Meeting was adjourned at 7:35 pm

Minutes respectfully submitted by Susan DeWitt 2/20/2021

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING ON THURSDAY, February 25, 2021 at 5:00pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Czaplewski at 5:04 pm via Zoom.
Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ald. Collins, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo.
Also present: Sheila O'Brien, Library Director
Joining Later - Ms. Mendoza arrived at 5:14 pm.
2. Approval of the January 21, 2021 Library Board Meeting Minutes:
Motion to approve by Ms. Czaplewski, seconded by Ms. Bruhn.
Abstention by Ald. Collins.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report:
Mr. Flemming presented the report and there was discussion of the highpoints.
Motion to approve by Ms. Czaplewski, seconded by Ald. Collins.
Unanimous approval by those in attendance.
Motion carried.
5. Approval of the Bills presented for payment:
Mr. Flemming presented the bills for payment and answered questions.
Highlights included discussion on yearly service agreements, HVAC standard annual service, and MCFLS fees.
Motion to approve by Ms. Czaplewski, seconded by Ms. Cardenas.
Roll Call vote with unanimous approval of those present.
Motion carried.
6. President's Report
Report given by Ms. Czaplewski regarding board members' terms that will expire on 7/1/21. Ms. Czaplewski will end her service on the board after serving 8 years, effective June 30, 2021. The terms of Ms. Bruhn, Mr. Flemming, and Mr. L'Amie will expire June 30th, and they can seek reappointment if they choose. The Aldermanic Representative is appointed annually. Ms. Czaplewski asked that board members seeking reappointment or vacating their position should make Sheila O'Brien aware of their plans as soon as possible.

7. Committee Reports:

A. Human Resources Committee - Met Monday 2/21/21

Report, discussion and decisions presented of HR recommendations regarding the February 2021 compensation study. HR met to discuss the competitiveness of wages for current library professional and paraprofessional employees.

At the board's request and the January Library Board meeting, Ms. O'Brien developed a Compensation Study. Such a study had not been done for several years. The study was presented to the Human Resources Committee on 2/21/21, and the committee voted to recommend the reinstatement of a 4-year step structure for wage increases to the full board. Ms. O'Brien presented the extensive 40- page study, which outlined the history of the current wage structure, and comparisons of current wages with those on the national, state and local level of similar job descriptions. Ms. O'Brien pointed out in the compensation study that the library had to cease using the step structure in 2009 during the great recession, and the library had not been financially able to reestablish the step structure to date. It was pointed out that the City of Greenfield had continued to use the 4- year step structure in its annual *Resolution to Set the Salaries and Benefits*.

The compensation study presentation included the library director's recommendation that a 4-year step increase structure be reinstated in order to keep staff salary wages competitive. There was discussion of the 2021 2% wage increase received by all library staff and City non-represented employees; and the granting to 6 library employees whose hourly wage was below \$15.00 an increase to \$15.00 per hour.

After discussion, there was consensus that the full board would need more time to look over the large document and also need some additional information. The Library Board also felt that the Building Committee would need to meet to give input on possible larger scale projects and needs forthcoming that would require funding to as well.

Motion by Ms. Czaplewski, 2nd by Mr. Flemming, to table this discussion and bring the HR Committee recommendations to a vote at the March meeting.

Board members agreed to also review the compensation study and submit any questions to Ms. O'Brien for additional clarification at the March meeting. Motion carried.

B. Legislative & Policy Committee - Did not meet

C. Marketing and Community Relations Committee - Did not meet

D. Budget & Finance Committee - Did not meet

E. Building Committee - Did not meet but will meet before next meeting.

F. Ad-Hoc Art Enhancement Committee - Did not meet but plan to meet soon.

8. Old Business: none
9. New Business:
 - A. Presentation of the Wisconsin 2020 State Annual Report, discussion and decision on whether to approve the report and authorize the Board President to sign the report. Sheila reported that the annual report this year reflected double work because of the complexities of virtual programming during a year of pandemic conditions Highlights of note included the number of virtual programs offered this year.

Motion to approve the report and authorize Ms. Czaplewski to sign the report made by Ald. Collins, seconded by Mr. Flemming
Board approved, motion carried.
 - B. Discussion and decision how to respond to the "Statement of System Effectiveness" that will accompany the Wisconsin 2020 Annual Report. (page 13 of document)

Motion to approve as written by Ms. Czaplewski, seconded by Ald. Collins
Motion carried.
10. Library Director's Report - No new business other than what has been discussed. As noted by meetings and reports supplied, it has been a busy month.
11. New items for placement on the next agenda:
 - A. HR Committee questions/review/continued discussion
 - B. Building Committee recommendations and discussion
12. Next meeting - March 18, 2021 at 6:30 pm
13. Adjournment

Motion by Ms. Czaplewski, seconded by Ald. Collins
Motion carried.
Meeting was adjourned at 6:01 pm

Minutes respectfully submitted by Susan DeWitt 3/14/2021

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE GREENFIELD PUBLIC LIBRARY BOARD MEETING ON THURSDAY, MARCH 18, 2021 AT 6:30 PM.

1. Call to order and roll call:

The meeting was called to order by Ms. Czaplewski at 6:35pm via Zoom.

Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo, and Ms. Mendoza

Also present: Sheila O'Brien, Library Director

Excused: Ald. Collins

2. Approval of the February 25, 2021 Library Board Meeting Minutes:

Motion to approve by Ms. Czaplewski, second by Ms. Cardenas.

Motion carried.

3. Public Comment: None.

4. Acceptance of the Financial Report:

Mr. Flemming presented the report and there was discussion of the highpoints.

Mr. Flemming indicated that the revenue section of the report showed all General Property Taxes budgeted have been transferred into the Library's budget.

Motion to approve the report as presented by Ms. Czaplewski, second by Ms. Bruhn.

Unanimous approval by those in attendance.

Motion carried.

5. Approval of the Bills presented for payment:

Mr. Flemming presented the bills for payment and answered questions.

Highlights included discussion of the costs to repair and cleanup from the fire suppression sprinkler head bursting during February's extreme cold snap. There was also discussion about the use of a P-card for major vendors which Ms. O'Brien explained is encouraged by the City as a cost saving measure.

Motion to approve by Ms. Czaplewski, seconded by Ms. Mendoza.

Roll Call vote with unanimous approval of those present.

Motion carried.

6. President's Report

- A. Report, discussion, and decision about steps to be taken to fill upcoming library board vacancy(s): Ms. Czaplewski reported several board member's terms will expire on 7/1/21, and she will step down from the board after 8 years. Ms. O'Brien reports that Ms. Bruhn, Mr. Flemming, and Mr. L'Amie have all indicated their willingness to serve another term; and advertising will begin via posters and social media seeking candidates to fill the pending vacancy.

- B. Formation of an Ad-Hoc Officers Nomination Committee to prepare a recommended slate of officers to be elected at the June 17, 2021 meeting: Ms. DeWitt and Mr. L'Amie volunteered to join the committee, and Ms. Czaplewski offered to participate if needed.

7. Committee Reports:

- A. Human Resources Committee - HR Committee recommendations for vote. (presented below under Old Business.)
- B. Legislative & Policy Committee - Did not meet
- C. Marketing and Community Relations Committee - Did not meet
- D. Budget & Finance Committee - Did not meet
- E. Building Committee
 - i. Discussion of the Building Committee members' walking tours of the Library, and their assessment of the facility's cleanliness, furnishing condition, lighting, structural conditions, and any other observed issues, including Covid-19 response planning such as spatial arrangements and social distancing for public and staff:

Committee members had individual tours of the building with Ms. O'Brien. The tours focused on making an assessment of building needs, areas of concern, cleanliness, and needed equipment repairs. Each committee member gave an overview of their tour to the board along with their observations and concerns. Ms. O'Brien presented cost estimates for several areas of concern.

The committee recommended the following projects be approved for completion in 2021, paid for from the operating budget fund balance:

- South stairwell heating unit replacement (\$9,600)
- Adult Reference column up-lighting and LED-retrofit (\$12,000)
- Lower Level paint and furniture refresh so that the basement space can be used as a staff commons work room, office area and lunch area (\$12,500).
- Completion of re-carpeting of 1st Floor (\$25,000).

After discussion, Ms. Czaplewski made a motion to approve the projects for a total of \$59,100, to be paid from the 2021 operating budget.

Second by Ms. Bruhn

Roll Call vote of those present with unanimous approval.

Motion carried

- ii. Committee recommendations regarding building-related projects for further in-depth consideration for the 2022 capital budget request:

The Building Committee also had concerns regarding Ms. O'Brien's report on the deteriorating condition of an HVAC system component; and the recent recommendation

from the HVAC maintenance contractor that the 2 boilers be replaced to address condensation leaks and pan corrosion, multiple burner failures, and poor efficiency over many years.

Building committee members recommend that this replacement should be completed in 2021, since a total failure during the winter would require closing the library.

Ms. O'Brien stated that the first quote for the boiler replacements was \$69,000; due to the cost and scope of this type of project, generally the capital budget is the source of funding.

Motion by Ms. Czaplowski to instruct Ms. O'Brien to investigate with the City what options there are for funding this unexpected capital expense within the current year.
Second by Ms. Mendoza.

Roll call vote by board members in attendance, unanimously approved.
Motion Carried.

There was discussion of other capital budget needs being considered for the 2022 capital budget request. Roofing needs are an area of continued concern for the coming years. The Board asked that Ms. O'Brien look into the idea of solar panels being installed on the roof.

Motion by Ms. Czaplowski, second by Mr. Flemming, to confirm the library board's request for capital funding of projects requested in previous years and approved by the library board but delayed by the City until 2022 and beyond. These projects include:

- the final installment of \$50,000 toward the replacement of the sorting machine and book drops in 2022
- purchase of 7 staff computers on the 5-year rotation technology replacement plan for \$11,900 in 2022
- partial furniture reupholstering/replacement for \$10,000 in 2022
- partial furniture reupholstering/replacement for \$10,000 in 2023
- partial furniture reupholstering/replacement for \$10,000 in 2024
- west section roof replacement-EPDO (rubber)- for \$138,000 in 2025
- center section roof replacement—TPO (plastic)- for \$52,000 in 2027
- east section roof replacement—Built Up Roof (Tar/gravel)- for \$280,000 in 2028

Roll Call vote of those present, unanimous approval.
Motion Carried.

F. Ad-Hoc Art Enhancement Committee Report and Recommendations: Ms. O'Brien stated the committee meeting date will be selected soon.

8. Old Business

- A. Report, discussion and decision of the Human Resource Committee recommendations regarding the February 2021 compensation study to evaluate the competitiveness of wages for current library professional and paraprofessional employees.

Ms. O'Brien referred to the compensation study she presented at the February meeting prepared at the board's request. She stated that her current report will seek to address concerns raised by board members in February.

As background, Ms. O'Brien stated that the City and Library historically have utilized a steps incentive wage structure for newly hired employees. In 2010 during the great recession, the library found it necessary to cut hours, furlough staff, and set aside the steps incentives for new employees. In subsequent years, the library struggled to reach adequate staffing for the full service library that was opened in 2009, and was unable to afford to resume the steps incentives.

Ms. O'Brien noted that the City of Greenfield continues to use incentive steps to compensate non-represented employees; and that since 2010, library positions have become increasingly uncompetitive in wages; she recommended that the steps incentive structure be reinstated as follows:

LIBRARY STEP INCENTIVE INCREASES FROM HIRE THROUGH YEAR 4 Library Board Approved 3/18/2021					
	Training	7-12 mo	13-24 mo	25-36 mo	37+ mo
Assistant Director	\$25.00	\$25.88	\$26.78	\$27.72	\$28.69
Business Manager	\$18.00	\$18.63	\$19.28	\$19.96	\$20.66
Cataloger	\$20.00	\$20.70	\$21.42	\$22.17	\$22.95
Reference Librarian	\$22.00	\$22.77	\$23.57	\$24.39	\$25.25
Storyteller	\$18.00	\$18.63	\$19.28	\$19.96	\$20.66
Circulation Clerk	\$15.50	\$16.04	\$16.60	\$17.19	\$17.79
Shelver	\$15.00	\$15.53	\$16.07	\$16.63	\$17.21

Ms. O'Brien presented an overview of the costs to reinstate the step increase incentive plan and bring those eligible, both new and existing employees, to the new step wage rate over the next 5 years; she stated that the increased costs could be absorbed within the current salaries and wage budget line as the library emerges from the Covid-19 pandemic reduced service levels.

Motion was made by Ms. Czaplewski to approve implementing the Step Incentive Increases for Library Staff and approving moving those eligible to their proper level effective April 1, 2021. Second by Mr. Flemming.

Roll Call vote taken and approved unanimously by those present.

9. New Business:

- A. 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.

Motion by Ms. Czaplewski, second by Ms. Lococo.

Motion carried unanimously on a roll call vote.

- iv. Adjourn out of closed session.

Motion by Ms. Czaplewski to adjourn out of closed session, second by Mr. Flemming.

Motion carried.

- v. Report by Library Board President Czaplewski of actions taken in closed session.

The board approved the Library Directors goals for the 2021-22 year. The Library Board also approved an 8.2% wage increase bringing the Library Director's wage to \$91,000 annually.

10. New items for placement on next agenda: None.

11. Next Meeting set for April 15, 2021 at 6:30 pm

12. Library Directors Report

- A. State DPI annual report—review of 2020 performance measures:

Ms. O'Brien presented the 2020 DPI annual report in graphical form for informational purposes.

- B. Report on pandemic response planning for library services for spring, summer and fall: Ms. O'Brien reported that planning in underway, in accordance to Health Department guidelines and recommendations, to expand service hours beginning in April on weekdays to 9am-7pm, provided health conditions continue to move in a positive direction.

13. Motion by Ms. Czaplewski to adjourn, second by Ms. Mendoza

Motion carried.

Meeting adjourned at 8:48 pm

Minutes respectfully submitted by Susan DeWitt 3/30/2021

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING ON THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, April 15, 2021 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Mr. L' Amie at 6:35 pm via Zoom.
Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, Ms. Lococo
Also present: Sheila O'Brien, Library Director
Ald. Collins (arrived at 6:42pm) and Ms. Mendoza (arrived at 6:48pm)
Excused: Ms. Czaplewski
2. Approval of the March 18, 2021 Library Board Meeting Minutes:
Motion to approve by Mr. Flemming, seconded by Mr. L'Amie.
Motion carried.
3. Public Comment: None.
4. Acceptance of the Financial Report:
Mr. Flemming presented the report and there was discussion of the high points.
Mr. Fleming noted that with 25% of the fiscal year completed, the library has expended about 19.3% of budget. Revenues are high but expenditures are running behind. Ms. O'Brien stated that the wage line is under-expended due to less than full staffing and shortened hours during the ongoing Covid-19 health emergency. Utilities are also lower with doors not being opened as much and fewer hours. The library will be running an ad to fill a vacancy for a Reference Librarian.
Motion to approve report presented by Ms. Bruhn, seconded by Ald. Collins. Unanimous approval by those in attendance.
Motion carried.
5. Approval of the Bills presented for payment:
Mr. Flemming presented the bills for payment and answered questions.
Highlights included discussion of T-mobile becoming our new wireless vendor with a better rate vs. Verizon, Covid expenditures, and bed bug inspections, along with a bill for fire suppression system maintenance.
Motion to approve by Mr. L'Aime, seconded by Ms. DeWitt.
Roll Call vote with unanimous approval of those present.
Motion carried.

6. President's Report - Ms. Czaplewski is not in attendance. No report given.

7. Committee Reports:

- A. Legislative & Policy Committee - Did not meet
- B. Marketing and Community Relations Committee - Did not meet
- C. Budget & Finance Committee - Did not meet
- D. Human Resources Committee - Did not meet
- E. Building Committee - Did not meet
- F. Ad-Hoc Art Enhancement Committee will be meeting April 19.
- G. Ad-Hoc Officers Nomination Committee - Met April 13, 2021.

Mr. L'Amie gave an overview of the Committee recommendations for officers for the coming year. 2021-22. Nominees will be able to decide if they want to accept nomination. Nominations can also be made from the floor. Voting will take place at the June meeting. Committee's proposal for offices as follows:

President - Ms. Bruhn

1st VP - Ms. Mendoza

2nd VP - Mr. L'Amie

Secretary - Ms. DeWitt

Treasurer - Mr. Flemming

Ms. O'Brien stated that officer elections take place annually. Mr. L'Amie suggested that newer members may want to be on board for a year before seeking an officer role.

8. Old Business

- A. Report, discussion and decision regarding possible funding options for the boiler replacement project. Sheila O'Brien reported on a few options:
 - Option 1 - Library Board could re-designate funding from the library operating budget.
 - Option 2 - Federal funding may be available to defray some of the costs for repair.August will be the repair target day. Mr. Flemming also suggests that a focus on Energy Funds may help as well.

9. New Business:

- A. Report, discussion and decision whether to adopt a resolution for the Library in alignment with the City of Greenfield's "Resolution Pertaining to the Wearing of Masks within City Building and Polling Places". Ms. O'Brien provided the Board a copy of the Common Council City of Greenfield Mask Mandate policy that the City Council has passed for City Buildings. Ald. Collins gave input that the Council would be addressing this again at the May 4th meeting along with the Health Director, who is monitoring Covid-19 trends closely. Mr. Flemming suggested that to avoid any confusion that the Library falls under this policy as a City Building, the Library Board should adopt its own policy.

Mask Mandate Resolution. Ms. O'Brien presented a draft Library Board Mask Mandate Resolution wording, which follows closely the wording of the City Council Mandate. Motion by Ald. Collins to adopt, Seconded by Ms. Mendoza. Roll Call vote resulted in unanimous vote by those present. Motion carried.

- B. Ald. Collins gave a brief report on items of interest going on in the city, including the Bunny Hop, Dan Jansen Fest being held May 28-30, without rides but including a baseball game and other fun activities. Also the July 4th parade and fireworks will be held with an additional \$15,000 of funding toward the event donated by Festival Foods.
- C. Sheila O'Brien reported some upcoming library programming opportunities:
 - Outdoor Family Story Time on the Lawn at the Amp from 11-11:30 on summer Sundays except 7/4/21.
 - A Storywalk in the Children's Garden where families can walk and read a book. The program is being offered in collaboration with the Greenfield School District.
 - If successful and well received, the Storywalk could be expanded to include a public park or two as well.

- 10. New items for placement on next agenda: None at this time.
- 11. Next Meeting set for May 20, 2021 at 6:30 pm
- 12. Motion by Mr. L'Amie to adjourn, seconded by Ms. Mendoza
Motion carried.
Meeting adjourned at 7:29 pm

Minutes respectfully submitted by Susan DeWitt 5/11/2021

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING ON THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, May 20, 2021 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Ms. Czaplewski at 6:35 pm via Zoom.
Roll Call: In attendance were Ms. Bruhn, Ms. Cardenas, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. L'Amie, and Ald. Saryan.
Also present: Sheila O'Brien, Library Director
Ms. Mendoza (arrived at 6:40pm)
Ms. Lococo not in attendance.
2. Introduction of our newly- appointed Library Board member Alderperson Shirley Saryan, who has accepted the appointment of aldermanic representative to the Library Board.
3. Approval of the April 15, 2021 Library Board Meeting Minutes:
Motion to approve by Ms. Bruhn, seconded by Mr. L'Amie.
Corrections: (spelling Flemming)
Motion carried.
4. Public Comment: None.
5. Acceptance of the Financial Report:
Mr. Flemming presented the report and there was discussion of the high points.
Mr. Flemming noted that we look to be under budget again. Catching up on book orders. Revenue looks to be low because pandemic safety measures are such that we are not at a point of renting out rooms yet; and circulation rates and fines revenues are correspondingly low. Motion to approve report presented by Ms. Bruhn, seconded by Ald. Collins. Unanimous approval by those in attendance.
Motion carried.
6. Approval of the Bills presented for payment:
Mr. Flemming presented the bills for payment and answered questions.
Highlights included a 2nd Zoom subscription license to support multiple simultaneous meetings and programs; Mr. Mark attended a storytelling conference. Also noted that the phone bill is not in the Accounts Payable report yet as the bill arrived just a couple days ago, so will be paid and listed in the May Accounts Payable.
Motion to approve by Ms. Czaplewski, seconded by Ms. Cardenas.
Roll Call vote with unanimous approval of those present.
Motion carried.

7. President's Report -

A. Report, discussion and decision regarding the format of future Library Board monthly meetings - in person, virtual or hybrid -- in light of the CDC's May 13, 2021 face mask and social distancing guidance update for persons fully vaccinated against Covid-19. Following discussion, it was decided that the June meeting would be offered as a hybrid as some may still be cautious meeting in person. Meeting will be held in the Community Room with tables spread out for comfort. Those not comfortable with an in-person meeting can notify Sheila and attend via Zoom. If this is the case, the meeting may take place in the conference room to support Zoom capabilities. Library Board supported this action and will decide at a later date if any changes need to be addressed regarding future meetings.

8. Committee Reports:

- A. Legislative & Policy Committee - Did not meet
- B. Marketing and Community Relations Committee - Did not meet
- C. Budget & Finance Committee - Did not meet
- D. Human Resources Committee - Did not meet
- E. Building Committee - Did not meet
- F. Ad-Hoc Art Enhancement Committee - Met April 19, 2021
Report: Art Ad-Hoc committee reports that the mural is complete in the Children's Library. A carpenter will need to frame plexiglass and mount it for protection. The next project being considered for the library is a large scale mobile to hang in the lobby near the Circulation Desk. It will be viewable from both floors. Ms. O'Brien has given an overview of the three artists being considered for this project, Steven Haas, a local Wisconsin artist, Tony Spolar of Spolar Studios and Bruce Niemi, who did the sculpture in front of the library. The board explored some of the work the artists have done on other projects. The next steps will take place at our June meeting to look at the gifts account and figure a budget for the project.
- G. Ad-Hoc Officers Nomination Committee - Officers to be elected at the July meeting.

9. Old Business

- A. Report, discussion and decision regarding possible funding options for the boiler replacement project.

Sheila O'Brien's investigated of a few options for funding of the new boilers:

- Paula Schaefer, Greenfield Finance Director reported to Ms. O'Brien that the boiler project would not qualify for ARPA.
- Tom Dragotta at Focus on Energy reported that qualification for rebates is based on high efficiency projects. He stated that a rebate up to \$3,600 based on BTUs would be available to the Library. There would be

no rebate for the stairwell heater project since it is based on electric heating. He also reported that there could be significant incentives for solar panels if we consider this as a long term project. Mr. L'Amie suggested looking to join with Police and Fire to do all buildings as a joint project.

- Ms. O'Brien will continue to look into options like the Community Development Block Grant program. More research to be done this month.

- B. Report, discussion and decision regarding the current Library Mask and Social Distancing Requirement Resolution in light of the CDCs May 13th face mask and social distancing guidance update for persons fully vaccinated against Covid-19.

Ms. O'Brien reported the Common Council eliminated the mask mandate for City buildings, and is following current CDC guidelines allowing fully vaccinated persons over 12 years of age to enter City buildings without a mask or social distancing. OSHA has not updated their guidelines for workplaces yet. The Library staff has worn masks since March 2020. Ms. O'Brien recently did a survey asking staff their preferences regarding fully vaccinated employees continuing to wear masks or not. She estimates that 90% of staff members are vaccinated. The survey found that 73% of staff voted to keep the mask requirement, and their comfort levels for working without masks varied. Ms. O'Brien also reported that multiple patrons have made issues of mask wearing throughout the pandemic--every week or two administrators have needed to address an instance of mask resistance.

The board proposed that the Library keep the mask mandate in place for now and discuss and update this policy each month going forward.

Motion by Ms. Czaplewski, Seconded by Ms. Mendoza
Unanimous vote by those present.
Motion carried.

10. New Business

Ms. O'Brien reported that a candidate for the upcoming library board vacancy has submitted a letter of interest and resume. More information will come on this during the June meeting.

11. Next Meeting - Thursday, June 17, 2021 – The board members agreed to plan to meet in person. If anyone prefers to join via Zoom, please let Ms. O'Brien know.
12. Library Director's Report.

- A. Ms. O'Brien reported that the Library Summer programming will all be virtual, and will utilize the online service "Beanstack" for registration and tracking of books read for the Summer Reading program. Plans are to resume in-person activities in the Fall if health conditions allow.

Two outdoor activities will be held this summer—Outdoor Family Story time at the Amp and an Art Fair in August on the Library parking lot.

- B. Report and discussion on the status of national, state and local financial conditions amidst the economic recovery from the Covid-19 pandemic as they may impact 2022 budget planning: Ms. O'Brien suggested that development activities in the 27th Street corridor would be something to watch for local impact. On the state and national levels, more information about financial aid to state and local government will be clarified over the next several months.

- 13. Adjournment - Meeting was adjourned at 7:48pm
Motion by Ms. Czaplewski, seconded by Ms. Bruhn
Motion carried.

Minutes respectfully submitted by Susan DeWitt 6/11/2021

GREENFIELD PUBLIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE LIBRARY BOARD MEETING OF THE GREENFIELD PUBLIC LIBRARY ON THURSDAY, June 17, 2021.

1. Call to order and roll call:
The meeting was called to order by Ms. Czaplewski at 6:35 pm via Zoom.
Roll Call: In attendance were Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Ms. Lococo and Ald. Sarayan.
Also present: Sheila O'Brien, Library Director, Ms. Brittany Haiser, Library Board Candidate.
Ms. Mendoza and Mr. L'Aimie were excused; Ms. Cardenas to join later virtually.
2. New Business: The board interviewed applicant Brittany Haiser, who is seeking to fill upcoming board vacancy.
3. Approval of the May 20, 2021 Library Board Meeting Minutes:
Motion to approve by Ms. Czaplewski, seconded by Ms. Bruhn; with corrections to spelling of Mr. Flemming's last name.
Motion carried.
4. Public Comment: None.
5. Acceptance of the Financial Report:
Mr. Flemming presented the report and there was discussion of the high points. He noted that expenses look to be at about 35% year to date. Ms. O'Brien reported there may be some additional coverage of revenue losses through the federal ARPA program. Motion to approve by Ms. Czaplewski, seconded by Ms. Lococo
Motion carried.
6. Approval of the bills presented for Payment:
Mr. Flemming presented the bills for payment
Ms. O'Brien informed the board that 3 vacant library positions have now been filled, two circulation desk clerks and one reference librarian.
Motion to approve by Ms. Czaplewski, seconded by Mr. Flemming.
On roll call vote, the motion carried.
7. President's Report: Ms. Czaplewski made no formal report, but as her last meeting, she expressed her wishes to the board for continued success. She also informed the board that she expects to still be an active library patron and is willing to help out as needed.

8. Committee Reports:

- A. Legislative & Policy Committee - Did not meet
- B. Marketing and Community Relations Committee - Did not meet
- C. Budget & Finance Committee - Did not meet
- D. Human Resources Committee - Did not meet
- E. Building Committee - Did not meet
Ad-Hoc Art Enhancement Committee - will meet Tuesday at 4:30 via Zoom to further discuss plans for a mobile and next steps for budgeting/planning. Ms. O'Brien also is working to find a carpenter to complete the plexiglass protection for the mural as discussed last month.
- G. Ad-Hoc Officers Nomination Committee - No action at this time.

9. Old Business

- A. Report, discussion and decision regarding possible funding options for the boiler replacement project.

Ms. O'Brien reported on a few options to fund the \$70,000 to replace the two boilers:

- Paula Schaefer, Greenfield Finance Director reported that this project would not qualify for ARPA funding. She suggested using library fund balance reserves.
- Community Development Block Grants (CDBG): Ms. O'Brien stated that CDBG funding was unlikely at this time.

A motion was made for the \$70,000 boiler replacement be approved funded from the library operating budget fund balance so that the project can be scheduled while additional funding options are explored.

Motion made by Ms. Czaplewski, seconded by Ms. Lococo
Motion carried unanimously.

- B. Report, discussion and decision regarding the current Library Mask and Social Distancing Requirement Resolution in light of the CDCs May 13th face mask and social distancing guidance update for persons fully vaccinated against Covid-19.

Following discussion, there was a motion by Ms. Czaplewski, seconded by Ms. Bruhn, to continue the current mask mandate, and discuss and update this policy at each month's board meeting going forward.

Motion carried unanimously.

- C. Discussion and decision regarding a recommendation to the Mayor and Council for appointment to fill an upcoming board vacancy.

Following the Board's interview of Brittany Haiser, there was a motion by Ms. Czaplewski, seconded by Mr. Flemming, to recommend Ms. Haiser to the Mayor and Council to fill the upcoming Library Board vacancy. Motion carried unanimously.

10. New Items for placement on next agenda
 - A. Committee meetings to discuss the 2022 budget and the Art Enhancement committee's recommendation for the current art enhancement project.
11. Next Meeting - Thursday, July 15, 2021 - 6:30pm
12. Library Director's Report.

Ms. O'Brien reported:

- A. Retrofitting of column lights on the first floors to LED is completed and has made a big difference in lighting in the library.
 - B. Family story time at the AMP is popular and well attended.
 - C. Response by local artists to exhibit at the upcoming Aug 21st Air Fair has been very positive.
 - D. Summer programming will all be virtual. But as more children and adults become vaccinated, hopefully some fall programs can be conducted in-person, while still offering younger children hybrid programming with live and at home options.
 - E. Currently plans aim to resume in-person programming in 2022; while maintaining some of the services that were popular during the pandemic like curbside pickup, craft and steam kits.
 - F. The new OWL camera system will help the board meetings offer in-person and virtual attendance. Ms. Czaplewski also suggested that the library look into Streamyard which is a multiple platform program. Ms. Cardenas logged in at this time, and found use of the OWL camera to have good visual and sound quality.
13. Adjournment - Motion by Ms. Czaplewski, seconded by Mr. Flemming. Motion carried. Meeting was adjourned at 7:46pm.

Minutes respectfully submitted by Susan DeWitt 7/11/2021

GREENFIELD PUBIC LIBRARY BOARD

Approved Minutes

MINUTES OF THE GREENFIELD PUBLIC LIBRARY BOARD MEETING FOR THURSDAY, July 15, 2021 at 6:30 pm.

1. Call to order and roll call:
The meeting was called to order by Mr. L'Amie at 6:33 pm.
Roll Call: In attendance in person were Ms. Bruhn, Ms. DeWitt, Ms. Haiser, Mr. L'Amie,
Present via Zoom: Ms. Lococo, Ms. Mendoza, Ald. Saryan (via phone).
Also present: Sheila O'Brien
Ms. Cardenas and Mr. Flemming were excused.

2. Introductions and welcome to our new library board member Brittany Haiser.

3. Special Order of Business: Election of Library Board Officers
The Board elected the following members to office following the Ad-Hoc Nomination Committee recommendation. All parties accepted the nominations and ran unopposed.
Ms. Robin Bruhn - President
Ms. Melissa Mendoza - 1st Vice President
Mr. Rick L'Amie - 2nd Vice President
Mr. Creston Flemming - Treasurer
Ms. Sue DeWitt - Secretary

4. Approval of the June 17, 2021 Library Board Meeting Minutes:
Motion to approve by Ms. Bruhn, seconded by Ms. Mendoza.
Corrections: (spelling L'Amie)
Motion carried.

5. Public Comment: None.

6. President's Report
The 2020-21 committees have the following persons serving or with expressed interest. No specific appointments/approvals were made at this time as some board members were not present, and some still to determine which committees to serve on. Ald. Saryan will respond later for choices.
Current status/new interest as noted:
Legislative & Policy - Bruhn, L'Amie, Mendoza
Marketing and Community Relations - Cardenas, DeWitt, Lococo
Budget and Finance - DeWitt, Flemming, Haiser
Human Resources - Bruhn, Lococo, Mendoza
Building Committee - DeWitt, Flemming, L'Amie
Ad-Hoc Art - Bruhn, Cardenas, L'Amie, Haiser

7. Approval of the Financial Report
 Ms. O'Brien presented Mr. Flemming's written report in his absence. Mr. Flemming noted that with half of the fiscal year completed, less than 50% of the budget has been expended.
 Mr. L'Amie made a motion to approve the report as presented, Ms. Bruhn seconded.
 Motion carried.

8. Approval of the bills presented for payment
 Ms. O'Brien presented Mr. Flemming's written report in his absence. Discussion included the pest management charge. Ms. O'Brien stated it is a preventative measure and a standard monthly charge. She also stated that Summer Library Program performances are currently live streamed or recorded, without an in-person component.
 Motion to approve by Ms. DeWitt, seconded by Ms. Mendoza
 Roll call vote by those present approved. Motion carried.

9. Committee Reports:
 - A. Legislative & Policy Committee - Did not meet
 - B. Marketing and Community Relations Committee - Did not meet
 - C. Budget & Finance Committee - Did not meet
 - D. Human Resources Committee - Did not meet
 - E. Building Committee - Did not meet
 - F. Ad-Hoc Art Enhancement Committee - met June 22.
 - i. Report, discussion and decision regarding acceptance of the Art Enhancement Committee's recommendation toward the commission of artwork for the Main Two-story Lobby, and release of the RFP requesting proposals.
 Committee presented the Art Proposal with a Sept. 3rd deadline for submissions. Currently 3 artists have been contacted and the RFP will also be released publicly. The budget for the project is \$25,000 total (\$23,000 for project and a reserve of \$2,000 for unforeseen expenses). The commissioned artwork will be paid for with donated funds only. These funds are held in the Library's Gift Account that had a balance \$48,000 at the end of June.

 Motion by Mr. L'Amie, seconded by Ms. Lococo to accept RFPs as presented.
 Roll Call vote taken by those in attendance.
 Motion carried.

10. Old Business:
 - A. Report, discussion and decision regarding the current Library Mask and Social Distancing Requirement Resolution in light of the CDC's May 13, 2021 face mask and social distancing guidance update for persons fully vaccinated against Covid-19.

Ms. O'Brien reported she had consulted with Greenfield's Health Director Darren Rausch who recommended that children under 12 and their parents continue wearing facemasks when in public. Discussion included the fact that many younger patrons are not eligible for vaccines at this time.

Motion made by Mr. L'Amie to have mask requirement policy continue at this time. The policy will be reviewed again at the Sept. 16th board meeting.

Motion was seconded by Ms. Bruhn.

Roll call vote of those present was taken and the motion carried.

11. New Business:

A. Report, discussion and decision regarding approval of the 2022 operating budget funding request to the City of Greenfield:

Presentation by Ms. O'Brien of the 2022 Budget Worksheet 1 based on a 2% levy increase, for a total operating budget of \$1,445,355. Ms. O'Brien noted there is a current and continuing 2021 revenue shortfall in room rentals, fines, and copies due to the pandemic.

Motion by Ms. Mendoza to increase the levy in the budget to a 3% increase;

Seconded by Ms. Bruhn.

Roll Call vote by those present.

Motion carried.

B. Report, discussion and decision regarding the 2022 capital budget funding request to the City of Greenfield

Ms. O'Brien presented a draft capital budget requesting 2022 funding for a replacement sorting machine (\$65,000), 5 staff computers (\$6,275), partial furniture replacement and/or reupholstery (\$10,000), building of a pergola patio on the south Community Room lawn (\$35,000), a learning lab in the Children's Library (\$70,000); for a total of 2022 projects of \$186,275); in addition, the draft capital budget included funding requests for years 2023-2028 for furniture replacement and roofing projects (totaling \$490,000).

There was discussion to prioritize capital budget items and move the learning lab proposal to 2023 instead of 2022, for a 2022 capital budget request of \$116,275 and for the later years of \$560,000.

Motion by Ms. Bruhn, seconded by Mr. L'Amie

Roll Call vote by those present.

Motion carried.

12. New items for placement on the next agenda.

There will be no August meeting due to the Art Fair event.

13. Next Meeting: September 16, 2021 at 6:30pm

14. Library Director's Report:

Ms. O'Brien provided an update of library performance measures as we emerge from Covid-19 response restrictions:

Visits in June 2021 are at 66.1% compared to June visits in 2019.

Circulation compared to June 2019 is at 69.7% county-wide, and 79.5% of circulated items at Greenfield alone. Hours of operation are at 90.3% compared to open hours in 2019.

15. Adjournment
Motion to adjourn by Ms. DeWitt, seconded by Ms. Mendoza
Meeting adjourned at 8:20 pm

Minutes respectfully submitted by Susan DeWitt 9/11/2021



**GREENFIELD PUBLIC LIBRARY BOARD
5310 W Layton Avenue
Greenfield, WI 53220**

**NOTICE: The regularly scheduled Library Board meeting
on Thursday August 19, 2021 has been cancelled.**

The next meeting will be held on Thursday September 16, 2021 at 6:30pm.