

**Library Board Minutes  
GREENDALE PUBLIC LIBRARY  
Wednesday, April 15, 2020**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:40 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Huberty, Unger  
Excused: Jensen  
Also Present: Van Klooster- Library Director; Fantetti and Wawer-Library staff

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

**PUBLIC COMMENTS**

NONE

**APPROVAL OF THE MINUTES**

Trustee Unger moved, Trustee Dombrowski seconded approval of the April 1, 2020 Special Meeting minutes. Meeting start time and Agenda Item 7 subsection lettering corrected.

Ayes: All                      Noes: None                      Motion : Carried

**APPROVAL OF FINANCIAL REPORTS**

Check Register: March 2020

Trustee Dombrowski moved, Trustee Genz seconded approval of the March 2020 expenditures in the total amount of \$1,754.25

Ayes: All                      Noes: None                      Motion : Carried

**REVIEW OF FINANCIAL STATEMENTS**

a) Expenditures to Actual Comparison: March 2020

Genz advocated for discussion of impacts of continued staff costs in light of likely new revenue losses. Amidzich noted potential costs of layoffs, double taxation due to expense of paying unemployment insurance for any affected employees. Dombrowski suggested no action be taken until the Village has made decisions about other departments. Huberty said library readiness to reopen could be compromised if staff are laid off. Van Klooster said two library staff are taking voluntary unpaid leave, which will show some savings. He said expenses could be trimmed by reductions in library materials spending, since no materials were circulated for almost 2 months.

b) Revenue to Actual Comparison: March 2020

Genz asked if the library had a contingency plan for lost revenue. Van Klooster said there is not since there is no way to estimate the impact on fine revenue, the revenue source most affected by reduced circulation of materials.

c) Balance Sheet: March 2020

**UNFINISHED BUSINESS**

a) Library response to COVID-19

Van Klooster referred members to the Director and Staff memos included in this month's packet. He highlighted the DPIs advisement on reassigning library staff to other government departments. He reviewed his investigation of books by mail and curbside alternatives but noted the new DPI advisement forwarded to members by email stating that these services do not qualify as a 'minimum basic operation' as defined by the Order and cannot be legally provided.

b) Consider a motion to adopt the Village of Greendale Personnel Manual and Library Work Rules

Trustee Dombrowski moved, Trustee Huberty seconded a motion to adopt the Greendale Personnel Manual and Library Work Rules with corrections.

Ayes: Amidzich,  
Dombrowski,  
Huberty, Unger

Noes: Genz

Motion : Carried

c) Discuss Strategic Plan quarterly report

Van Klooster noted that little progress has been made due to COVID and new employee onboarding. However new librarian Fantetti has Greendale Chamber membership and will begin making community connections, and Van Klooster has attended two MCFLS Marketing and Advocacy Committee meetings that are helping him understand the needs and activities of marketing.

**NEW BUSINESS**

a) Discuss draft of Library Financial Procedures

Trustees requested that this document be brought back for approval in May.

**INFORMATIONAL AND DISCUSSION ITEMS**

- a) Director's Report: most items related to COVID and already discussed, holding weekly virtual meetings with Greendale Library professional staff
- b) Library Staff Report: Van Klooster highlighted the variety of virtual activities
- c) President's Report: Amidzich noted conversation with Village Manager Michaels regarding the two open Library Board seats – Citizen and Village Trustee
- d) Friends/Foundation Report: None

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**CLOSED SESSION**

Trustee Dombrowski moved, Trustee Unger seconded convening in Closed Session, for the purposes of review of the Library Director's FFCRA request.

Ayes: All

Noes: None

Motion : Carried

The Board did not return to open session to act on matters discussed.

**ADJOURNMENT**

The meeting adjourned at 7:00 PM.