

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, October 18, 2023**

President D’Amato called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, D’Amato, Hughes, Jensen, Kobleska, Unger
Excused: Dombrowski
Also Present: Van Klooster- Library Director

PUBLIC COMMENTS (1)

None

APPROVAL OF THE MINUTES

Trustee Amidzich moved, Trustee Kobleska seconded approval of the September 20, 2023 minutes with correction.

Ayes: Amidzich, D’Amato, Hughes, Kobleska, Unger Noes: None Abstentions: Jensen Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: September 2023

Trustee Amidzich moved, Trustee Jensen seconded approval of the September 2023 expenditures in the total amount of \$11,437.56.

Ayes: Amidzich, D’Amato, Hughes, Jensen, Kobleska, Unger Noes: None Abstentions: None Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Revenues and Expenditures to Actual Comparison: September 2023
- b) Balance Sheet: September 2023

UNFINISHED BUSINESS

- a) Discussion and necessary action regarding 2024 Library Budget – Village Manager’s Recommendation from October 17 Village BOT meeting

Van Klooster distributed Village Manager’s Recommended Budget pages that contained library and CLC information. He noted the tax levy allocation was reduced due to differences between his and the Village Manager’s 2023 year-end estimates and 2024 predicted expenses, primarily changes to personnel costs for health insurance and WRS, as well as a late-September MCFLS elimination of 2024 member cataloging costs which they paid from budget surplus. Brian will keep Capital Outlay expenses for 2023 year-end lower than estimated in August. He said differences between Library requested and Manager recommended expenses basically even out, both maintain a 2% estimated fund balance for 2024. Van Klooster pointed out several capital items for both the Library and CLC that are new or carried over from 2023. Budget workshop that includes Library is Tuesday 11/7, starting at 4PM. Unger recommended that programming funds not be doubled to \$6000 and called for a Friends commitment to match programming funds. Discussion ensued. No changes were made.

- b) Discussion and necessary action regarding grantwriting and fund development

Van Klooster highlighted the memo with recent updates. He reiterated that he does not have capacity for grant-seeking, and that fund development should be part of a larger strategic effort that answers the question

of what funding is for. Unger noted that Van Klooster documented several recent attempts to secure grant funding for some projects without success. Hughes said that the municipality is responsible for providing basic library services, but that funders are interested in opportunities that enhance those services. He noted Health is very successful with grant seeking. Library can be creative about what funding opportunities we offer, such as story time, incentives, technology, materials, aspirational ideas. Amidzich suggested the possibility of a District grantwriter who might also seek opportunities for the library.

c) Discussion and necessary action regarding strategic direction

Van Klooster said that of the Board responses received from the 3-5 year library goals inquiry, he identified 'strategy' and 'funding' as two common threads. Hughes said if the Board does not adopt a formal strategy, then at least Van Klooster should draft something for internal direction. Van Klooster said he sees hiring a consultant as the most expedient option. He said he feels that a longer but more budget-conscious process could be accomplished by trying to direct the planning ourselves. This could include recruiting a pro-bono individual to help us walk through only those steps we believe to be most relevant, perhaps by bolting together materials and techniques from a variety of processes. Van Klooster said he does not believe revision of our Mission-Vision-Values is necessary, or is the standard SWOT exercise. Amidzich suggested that Van Klooster bring forward 3-6 potential processes at a future meeting. Those processes should help the Board get to a long term plan that ideally addresses all library services. Van Klooster said he believed he had enough information from members to begin work on this and will give it a try. D'Amato inquired if all members considered this an appropriate request for staff direction. All agreed, D'Amato ordered Van Klooster to begin work on Amidzich's suggestion.

(Amidzich left meeting at 6:45PM)

NEW BUSINESS

a) Discussion and necessary action regarding Board Bylaws, and meeting practices guide

Discussion ensued about the differences between Village Board of Trustees meeting practices and Library Board practices. Van Klooster further clarified that the Chairperson will have more responsibility to work with the Director to ensure that suggestion for staff activity is clear and assented to by a majority before a decision is ordered. All members agreed, D'Amato ordered Van Klooster to revise the Bylaws as discussed and notice publicly for final adoption at the regular November meeting.

b) Discussion and necessary action regarding revising the Library Card and Circulation policy, and creating a Fines and Charges policy

Trustee Unger moved, Trustee Kobleska seconded directing Van Klooster to create/revise policies as discussed, including increasing color copy fee from \$.25 per page to \$.50 per page. Both will be publicly noticed for final adoption at the regular November meeting.

Ayes: All

Noes: None

Abstentions:

Motion : Carried

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster highlighted the 11/10 Veterans' Day ceremony, All Staff Day on 11/17, the MCFLS 'little libraries council', a Field Workshop homeschool class visit, and Student ID as Library Card batch upload completed
- b) President's Report: none
- c) Friends/Foundation Report: Unger highlighted the Friends' blurb in Village Views and upcoming Life in the Village advertisement to boost membership, Pocket Lady turnout and competing events, and gingerbread cookies for Dickens
- d) Trustee Continuing Education: Van Klooster mentioned the memo and MCFLS attachments which are an annual information item

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

Heather Godley of Millbank Rd spoke against restriction of access by minors to R rated movies.

CLOSED SESSION

Trustee Unger moved, Trustee Kobleska seconded a motion to convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically to discuss Librarian Performance*

Ayes: All

Noes: None

Abstentions: None

Motion: Carried

ADJOURNMENT

The meeting adjourned at 8:15PM.