Greenfield Public Library

Board of Trustees Meeting

December 21, 2015

Attendees:

Amy Turpin, Teri Cook, Brenda Shipley, Martha Rawe, Kelly Hall, Debbie Rollins, Harla Merriman and Kate Fabion

The meeting was called to order by Amy Turpin.

The Board was addressed by Mayor Chuck Morrow and Alderman Gary Chapman regarding outstanding items from the City Council Meeting. The Council has approved the library board’s request to adopt their policy of allowing all those living in the school district to serve on the board. They also proposed that the city will pay for the paint and supplies if the library pays for the labor to paint the interior of the library. The city clerk, Sherry White, checked with the city accountant regarding their previous request that we take over our own payroll and taxes. The accountant advised that we keep our current system of reporting to the city to avoid creating unnecessary work for both parties since all the taxes have to be recorded and reported by the city anyway.

Meeting minutes were read by Kate Fabion, Secretary. Motion to accept was made by Teri Cook, seconded by Kelly Hall. Motion carried.

Treasurer’s Report was given by Martha Rawe. Martha reported on the profitability of two recent fundraisers and that the real estate tax money deposited into our account on November 16. Martha also proposed that the library open an ACE card with UCB and discussed the terms and advantages. Motion to accept was made by Kelly Hall, seconded by Teri Cook. Motion carried.

Motion was made by Kate Fabion that we open and ACE card with UCB to purchase materials that require a credit/debit card. Martha will be responsible for loading the card as needed, with an initial load of $250.00. Harla Merriman seconded the motion. Motion passed.

Librarian’s Report:

1. Wayne Dodson repaired two of the wooden chairs and will be back after the new year to repair more if needed.
2. Brenda has concerns about WiFi usage in the library. She recently had an incident where a parent and child were using their own devices to play a game or something rather loudly while another child from the family ran around unsupervised. Kate Fabion stated that this sounded like a parenting issue rather than a WiFi issue and the board determined that an updated policy regarding internet use needed to be made. Until such time, Brenda was given free reign over policing instances such as this.
3. Jim Johnessee has replaced 2 ballasts.
4. Brenda had to order a new return date stamp as her current stamp will expire on 12/31/15. She placed the order from Wade and Dowland.
5. Jan Prough has signed her contract for working as a sub for the courier service.
6. The library has received a thank you from Debbie Rollins for the Meehan’s gift card and flowers send to her after her father’s passing.
7. Brenda addressed her concerns over her hours for pay. She provided some documentation that she received when she took over as Interim Director and the contract she signed when she became the Library Director. Martha and Amy provided information to her from meeting minutes taken in January and February 2015. Brenda is asking the board to reconsider its stance on administrative hours. The board will take this under advisement and discuss it further in Executive Session.

Old Business:

1. Christmas at the Library-this was a big success with 28 children attending Story Hour/Breakfast with Santa, and over $700 made through the Stocking Raffle.
2. Amy proposed that we purchase two red vinyl chairs from Slumberland in Jacksonville to replace the couch. She was able to get a discount and they will accept our Tax Exempt letter. Motion was made by Martha Rawe to purchase the chairs in memory of Jean Rollins and Fernanda Morrow. Motion was seconded by Kate Fabion. Motion carried. Amy will begin looking for an occasional table to use the memorial money for Lori Shipley.
3. Based on the information we received from Mayor Chuck Morrow and Alderman Gary Chapman, Martha Rawe made a motion to align our pay cycle with the city beginning January 1, 2016, (the first checks will be issued 1/8/16) and to pay the payroll taxes quarterly. Motion was seconded by Kate Fabion. Motion passed.
4. Kecia Loy was brought before the board for consideration as a replacement for Teresa Triplett. The board agreed to present her to the city council for approval.

New Business:

1. Per Capita Grant- several board members met this evening to work on it. Amy will get the information organized and give it to Brenda to type up before submission.
2. Martha Rawe made a motion to gift Josh Shipley a gas card in the amount of $100.00 as a thank you for his many hours of volunteer work as our tech advisor. Seconded by Kate Fabion. Motion carried.
3. The board and director decided on holiday hours. The library will be closed on December 24-25 and reopen on December 26 at regular time. The library will be open on December 31 from 1-5 and closed on January 1, 2016. Library will open on January 2 at regular time.
4. Amy has found a list of interior maintenance items that was written some time ago and apparently never presented to the city council. We will update the list and present it to the council.
5. We briefly discussed the Father/Daughter dance fundraiser and will meet to determine if St. Michael’s hall will be able to accommodate us.
6. Members of the board will come in on January 23 at 1:00 to assist Brenda with cataloging with hopes of getting her caught up.
7. The board agreed to change the January meeting date to Monday, January 11, 2016, due to Martin Luther King, Jr Day being on our normally scheduled night.

Teri made a motion to enter into Executive Session. Seconded by Kate Fabion. Entered Executive Session at 9:40 pm. Exited at 10:20 pm.

Martha Rawe made a motion to alter the Director’s pay from hourly to salary based on $22,00/year effective January 1, 2016, with the first pay period ending on January 8, 2016 (to coincide with the city’s pay schedule). Salary will include cataloging, librarian’s tasks, administrative hours, and all other assigned tasks or hours worked. Motion was seconded by Kate Fabion. Motion passed

Motion to adjourn made by Kelly Hall, seconded by Teri Cook.

Adjourned.