Greenfield Public Library

Board of Trustees Meeting

March 21, 2016

Attendees:

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

The meeting was called to order by Amy Turpin.

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

Treasurer’s report was provided by Martha Rawe. Motion to accept was made by Harla Merriman, seconded by Hanna Wood. Motion carried.

Librarian’s Report:

1. Brenda received a piece of mail informing her that our domain name was expiring and we needed to pay to keep it. She contacted Troy at IHLA, and it is just someone trying to get us to switch providers.
2. Northwestern HS class of 2016 contacted us requesting a donation to their Spring Carnival. It was decided that we would not donate.
3. Brenda received mail regarding State Employee notices. Martha will talk to Sherry White to determine if we need to purchase new notices.
4. MidAmerica Books has provided sets of books for us to preview and/or purchase. These books are high interest/low level books that are library bound. The books are approximately $20.00 each. We will take a few to nearby businesses with similar interests to ask if they would like to sponsor the purchases.
5. Toilet & Sink Update- Scott Barrow adjusted the toilet and sink. He also looked at the light in the furnace room and replaced the bulb, but it keeps going out. Amy will send him a thank you note.
6. National Library Week is April 6-13- This will be designated a fine free week, except for lost and damaged books.
7. IPLAR- Brenda has watched the webinars and has started working on it. It is due at the end of May.
8. South Side has donated $100 toward the Century Club. The scroll will be updated by Homecoming in August.
9. Computers: a patron noticed that one of the computers was infected with the Zeus virus-Josh was able to clear it up.
10. The volunteer worker (with the state program) advised she is not coming in any more.
11. SHARE/Polaris- Josh advised he needs to do some updating to support this system.

Old Business:

1. Easter Fundraiser- Finalized schedule for workers
2. Director’s Job Description is completed. Martha Rawe made a motion to accept the job description with the addition of the date. Kelly Hall seconded the motion and the motion passed.
3. Hembrough Trust Grant- Application was approved by the board. Amy brought up that Carrollton Public Library had recently asked the city council for permission to use the city attorney to apply for 501 (c) 3 status and asked if we thought she should do the same for us. It was agreed that she would write to the city council and request use of Charlie Theivagt for this purpose.

New Business:

1. Brenda contacted Amy and requested that we allow her to use 3 hours of lost vacation time from 2015. She had scheduled the time off in a timely manner, but was unable to use it because there was no one available to substitute. The board agreed to allow it due to extenuating circumstances.
2. Committee is needed to work on writing a job description for the Reporter position. Kelly, Amy, Hanna and Kate will make up this committee.
3. Work on shed- We will be working on cleaning up the shed on 4/23/16 at 8:00 am so that Brenda can be here to answer questions.
4. Book Sale/Pork Chop & Ribeye Sale- Still pending.
5. Tshirts for the Board- Amy thought this might be a good idea to help the public identify board members during fundraisers and events. We will discuss this further.
6. Internet Policy Revision- We will form a committee to revise all policies as needed. Martha, Teri, Kelly, and Amy will serve on this committee. First meeting will be April 9 from 10-11.
7. Children’s Department: tables and chairs are in! Teri talked to Bruce Taylor regarding the mural. He is not able to take it on at this time, but he recommended Breanne Gilbert. She is getting a quote ready and Teri will be ironing out details with her. Work will start when her semester ends. Amber Range has asked if we are ready to order books from her yet and Amy let her know that we need to weed books first.
8. Ace Card: Issues have been corrected.

Executive Session: Not needed.

Motion to adjourn made by Harla Merriman, seconded by Hanna Wood. Meeting adjourned.