Greenfield Public Library

Board of Trustees Meeting

October 19, 2015

Attendees:

Amy Turpin, Teri Cook, Harla Merriman, Brenda Shipley, Martha Rawe, Kelly Hall, Don Roberts 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 Harla Merriman, seconded by Teri Cook. Motion carried.

Treasurer’s Report was given by Martha Rawe. Motion to accept was made by Kate Fabion, seconded by Kelly Hall. Motion carried.

Martha suggested that we separate the money cashed in from the CDs into a savings/money market account in an effort to have the checking account reflect the amount of usable money we actually have. Teri Cook made a motion to move $10,000.00 from checking into a savings/money market account. Harla Merriman seconded the motion and the motion carried.

Kate Fabion made a motion to start a petty cash fund, to be reconciled monthly. Petty cash will maintain $100.00 at all times and all fine money collected will be deposited as income effective Nov 1, 2015. Kelly Hall seconded the motion. Motion carried.

Librarian’s Report:

1. Brenda reported that Ruth Ferguson had volunteered time and filed cards.
2. The color printer wouldn’t print at all that night and Brenda would have to look into it.
3. Brenda informed the board that she had been approached by Mary Wright to host a book fair. The PTO at the elementary school has decided to only hold one book fair this year and Mary thought the library might be interested in taking it on. The board decided that we would not be able to do so due to not having a space to hold it.
4. Brenda reported that funds have been raised for the Greene County History book with Alice Bartelli and Dixie Turpin being major contributors.
5. Brenda voiced her concerns about sub pay being increased to $9.00/hr. The current permanent sub has a history of not completing assigned tasks. Amy advised that she has spoken with the sub this week and addressed this concern. Brenda will have to keep us updated.
6. Brenda advised she will not be able to work on October 30, 2015, due to a family situation.
7. Brenda has concerns about the cleaning of the storeroom. She is having difficulty locating some items and is worried about the magazines that were thrown out. She has always been advised that we are required to keep the current year out and maintain two previous years in the back. Amy advised that she has looked into this requirement and can find nothing on it. More research will be done with the board assuring Brenda that we would accept full responsibility if there are consequences.

Old Business:

1. Pork Chop Dinner- Amy asked for a count of tickets sold and we agreed to give Third Base a head count of 150.
2. October Story Hour and Halloween Parade- Oct 31 at 10:00 am. The parade will take the place of the Zombie Walk and will go through 5 businesses on the square. Amy had contacted the businesses and gotten approval from the owners.
3. Donations to the Library in memory of Lori Shipley- Brenda will provide a list of donors to Kate and Amy to recognize the donors on the website and Facebook page. Brenda and Carl have not yet decided how the money would be best spent.
4. Stanley Frech Trust Application- Amy reported that this grant application has been mailed.
5. Library Board of Trustees eligibility- Amy has sent a letter to the City Council requesting that we be allowed to adopt their eligibility requirements allowing all those within the school district to be eligible for the board.
6. Storeroom Cleaning- Members of the board began the process on Saturday, October 17. More dates are needed to complete the task.
7. Needs Assessment Survey—The board completed our designated areas so that Brenda can complete it electronically.

New Business:

1. New Trustee Candidate- Tabitha Barrow has expressed an interest in joining. The board unanimously voted to put her name before the City Council for approval. Teri also inquired about the status of Teresa Triplett’s membership of the board. Amy will reach out to her.
2. Clarification of benefits and current hours- Martha has provided a written report. See attached document.
3. Contract for Jan Prough-per Sherry White- Martha has spoken to Sherry regarding the best way to ensure Jan is paid. Sherry advised that we offer Jan a contract and make her a contracted employee. See attached document from Martha. Terri Cook made a motion that we enter into hourly contracts for any person not a regular employee at a rate of $9.00/hour. Harla Merriman seconded the motion, motion carried.
4. Donated items- Amy recommended that we halt all non-monetary donations until further notice while we try to sort through the backlog of the ones we currently have. It was agreed by the rest of the board and a notice will be placed on the website, Facebook and posted in the library.
5. November Book Sale/Garage Sale- While cleaning out the storeroom, some board members discussed a having a sale the Saturday after Thanksgiving to coincide with Christmas in Greenfield. It was decided at the meeting that we would book the Rockbridge Township Hall and host the sale to try to alleviate some of the donations we have received.
6. Monetary Donation- The library has received a donation of at least $2,000.00 to upgrade the Children’s Section. Amy has reached out to Katie LaPlant about possibly painting a mural for us. She is interested and is thinking about it as she is recovering from having her baby.
7. Kathy Price has donated a relatively new flat screen monitor, mouse, and keyboard.

Entered Executive Session at 9:40 pm. Exited at 10:00 pm.

Martha Rawe made a motion to adjourn, seconded by Teri Cook. Motion carried.

Adjourned.