

Greenfield Library Board of Trustees Meeting
November 16, 2020

Attendees: Amy Turpin, Martha Rawe, Laurye Davis, Teri Cook, Brenda Shipley, Heather Benedict

Call to Order: Meeting was called to order by Amy at 7:15 pm

Public Comment: None

Secretary's Report: Motion to approve September's Secretary Report was made by Teri and seconded by Martha

Treasurer's Report: Real Estate taxes not received yet. Martha will send a letter requesting from City. Motion to approve the Treasurer's Report was made by Laurye and seconded by Teri

Librarian's Report: Read.

Old Business

A. Fine-free process

- *Discussion and motion to approve of fine free policy was made by Martha and seconded by Heather
- *Need to create a policy on when we request a bill for lost or damaged book
- *IHLS-Dena Porter will work with us on the logistics. She'll set the notification time frames and we can customize the messages. They are proud of us!

B. Patron packet-a work in process

- *Since many changes have occurred this will be given to all patrons
- *New patron info-discuss and approve
- *Will include pertinent policies, fees, hours, contact and social media info, etc. Will also include new Cloud user guide in packet
- *May send a survey in it as well
- *Replacement of lost library card changed to \$3
- *Minimum age limit of cardholder will be 7 years old

C. Website-Katie had some helpful tips. Heather will continue to work with it

D. November take and make-Amy dropped the ball. Will try in December.

E. Donations-Amy is getting lots of questions about this lately.

- *Her standard response is we accept them. We prefer hardbacks in good condition with recent copyrights. Newer paperbacks in good condition are considered. We'll catalog what we can use and put the rest in the book sale or pass them on. She always asks if the donor wants to be recognized and usually it's a no. We just received a large DVD donation which may have some good additions. We will NOT go back to having boxes of old donated materials stacked everywhere. Unfortunately we have the weeded books stacked up waiting to be delivered to Springfield. However it is not our intent to hold on to books for extended period of time like we might have in the past.

F. Purchase of new computers and accounting program-grant/trust monies (discussed right before pandemic)

*Usage is down and was even before the pandemic

*Suggestion- one desktop and one laptop and maybe a monitor

*Treasurer's program is outdated-Quick books or another program is needed. Determined program is outdated due to age of computer. A new computer should correct that issue. If it does not, we will discuss later.

New Business

A. Serving Our Public-summaries and checklists of chapters read by Laurye. Heather and Amber will summarize theirs at January meeting

B. Fundraising idea-50/50 long distance/online bingo (Laurye) and/or possibly a scavenger hunt. Laurye and Teri will think more for possibly Jan, Feb or March

C. December 2020 meeting canceled

D. 3 office chairs from medical clinic are being donated to library

E. Howard McGuire's paper cutting picture might come to library on loan for a while for display from Mary Newton. Howard was local crafter previously featured in a Midwest craft magazine

F. Christmas tree ornaments made from gourds by Mary Newton (local crafter) might be displayed on tree in library

Executive Session: Not needed

Adjournment: Motion by Martha and Seconded by Teri at 9:07pm

Next Meeting: Monday, January 18, 2021