

## Greenfield Public Library Board Meeting Minutes

**Date:** Tuesday, April 11, 2023 @ 5:00

**Members Present:** Paula Caldwell, John Clark, Julie Derby, Marilyn Nickel, and Zack Valentine  
Also in attendance were Laura Wolfe, city clerk, and Danica Clayton. Tracy Wing attended via facetime.  
Julie Derby served as secretary in Lois Houghaling's absence.

**Minutes of the last regular meeting:** Paula moved and Bill seconded the motion that the minutes be approved as read. The motion carried

**Bills:** Paula moved and John seconded the motion that the bills be approved. The motion carried.

**Committee Reports:** There were none.

### **Librarian's Report:**

- Door count: patrons 19 and older (615), 18 yrs. of age (92), 7 to 12 (206), 6 yrs. and younger ( 81),
- Phone orders (0)
- Other patronage of library services: computers (90), Overdrive (470), Whofi (670), Coffee (102, Toddler Time (24), Wednesday Early Dismissal Activities (71), Book Club (0),
- Items Added (110), Items Deleted (11)
- New Patrons (17)

**Old Business:** Welcoming Zack Valentine as a new member to the board of directors.

### **New Business:**

- A motion was made by John and seconded by Julie to accept Tracy's resignation as Director of the GPL with her last day of employment being Apr. 19.
- A discussion followed as how to best support Danica in the next week, or two, with the decrease in employees available to work.
- It was determined that Tracy would publicize the director opening in the Adair Co. Free Press –for both print and electronic media, GPLibrary website ([greenfield.lib.is.us](http://greenfield.lib.is.us)), Facebook, Library Talk, and State of Iowa library job listings. Emails with the info were also sent to the City of Greenfield and the Greenfield Chamber of Commerce.
- Applications will be submitted to the GPL.
- A discussion ensued about investing \$50,000 in a certificate of deposit. Paula had ascertained the interest rates for both local banks. It was moved by Paula and seconded by John that that amount be invested in First National Bank. The vote was favorable, with one member abstaining.
- Laura Wolfe advised the board that our meeting agenda needs to be posted 24 hrs. in advance of each monthly meeting. This will be done on the bulletin board in the entryway between the City Clerk's office and the library.
- Laura also advised the board that a bank reconciliation is needed. (white 3-ring binder)
- In addition, Laura also updated the board on our YTD expenditures. We could easily be over budget by the end of this fiscal year. One suggestion/motion, made by Paula and seconded by John, was to cut the additional hour when one employee opens the library for coffee time three days a week. The motion passes and will begin the week of April 17.
- Other suggestions for budget cuts were to adjust the hours the library is open on Tuesdays, since this seems to be an especially "slow" day, and possibly having winter hours and summer hours.

**Next Meeting:** Tuesday, May 9 at 5:00.

It was moved by John and seconded by Paula that the meeting be adjourned.