

## Greenfield Public Library Board Meeting Minutes

**Date:** Tuesday, June 13, 2023 @ 5:00pm

**Members Present:** Paula Caldwell, John Clark, Julie Derby, Marilyn Nickel, and Bill Yount

Also in attendance were Misty Gray, State Library of Iowa SW District Consultant and Danica Clayton, interim director, acting as secretary in Lois Houghtaling's absence.

**Agenda:** *Moved by Yount, Seconded by Clark, Motion carried unanimously*

**Minutes:** Minutes for May 9, 2023, and May 22, 2023, Special Meeting: *Moved by Derby, Seconded by Yount, Motion carried unanimously*

**Bills:** *Moved by Clark, Seconded by Derby, Motion carried unanimously*

**Financial Report:** The board reviewed the May bank statement and reconciliation. FY 2023-2024 budget was presented. The budget may need to see adjustments as a clearer picture emerges in the new fiscal year, as Danica hadn't been involved in bills.

The finance committee is planning to set up a meeting with Greenfield City Clerk at the end of June.

- Budget FY 23-24: *Moved by Clark, Seconded by Yount, Motion carried unanimously*

### Committee Reports:

- Hiring Committee: Marilyn reported that Danica's hourly interim director wage has been adjusted. Marilyn presented a plan to proceed with finding a director.

### Librarians Report:

Date	Door count	by approx	age
<i>Over 18</i>	<i>13 to 17</i>	<i>7 to 12</i>	<i>0 to 6</i>
615	92	206	81
<i>Computer</i>	<i>Overdrive</i>	<i>Whofi</i>	<i>Reference</i>
90	470	670	46
<i>Coffee</i>	<i>Toddler Time</i>	<i>Early out</i>	
102	24	71	
<i>Item added</i>	<i>Item deleted</i>	<i>Patron added</i>	
100	11	17	

Library door count and computer usage are about average. Items added were purchases and mainly donated books. Items deleted were damaged.

Danica reported that the Empowering Adair County grant purchasing is almost complete, and that she is starting to use the Dollar General Summer Literacy Grant. She will note the grant purchases on the bills each month.

Summer Reading Program has been well attended so far. That includes about 5-6 weekly events for children and the summer reading challenge. The ISU Insect Zoo will be at the library June 14<sup>th</sup>. Danica reported that she is visiting the daycare for twice monthly storytime.

### **Unfinished Business:**

- Sufficient Coverage of Responsibilities: Danica reported that overall, the library is able to be staffed despite one less employee. She said there were problems when she is supposed to be hosting a program and maintaining the circulation desk. She will be asking Sandy and Roseann to see if they can help with coverage. Roseann will be starting in Saturday rotation.
- Bylaws Change: Second vote on bylaw change to make regular meetings the second Tuesday of the month at 5:00pm. *Carried unanimously*
- Reconsideration of Media Policy amendment: *Moved by Clark, Seconded by Derby, Motion carried unanimously*
- Registered Sex Offenders Against Minors Policy/Procedure: *Motion by Derby, Seconded by Yount, Motion carried unanimously*

### **New Business:**

- Handicap Accessible Door: Board member Yount described how he saw a library patron struggle to use the interior door (door from lobby into Adult Room) and how the door's weight is a big part of the problem. Yount will be contacting Atlantic Door and Glass to see how much it might cost to add one door opener. Danica suggested looking into grants for funding.
- Misty Gray, State Library of Iowa SW District Consultant, was ready for questions about the search for a permanent director. Nickel inquired about having a director in name. Misty noted things that should be considered: the director needs endorsement, director administrative tasks (plus surveys, reports), and how many hours per pay period. The needs are different at different libraries. Gray had no references for libraries with a director in name only or resources as it isn't a State Library recommendation. For partnering with another library, she suggested looking at Ruthven and Emmetsburg, who shared directors successfully for many years. Adair and Casey's libraries didn't have luck with their director sharing.
  - Grounds and facilities committee is needed to prepare for big updates, and less active when not preparing major repairs or updates to the facilities.

**Next meeting:** July 11, 2023 at 5:00pm in the library Junior Room

**Adjourn:** *Motion by Yount, Seconded by Clark*