

Greenfield Public Library Board

Tuesday, 11 February 2025 5:00 p.m.

Greenfield Public Library Junior Room

Board Members Present: Paula Caldwell, Julie Derby, Zack Valentine, Melissa Larson, Marilyn Dolan

Staff: Danica Clayton

Call to order 1700, Julie Derby presiding

Motion to approve agenda Melissa/Paula, passes unanimously

Community Comments: none

Motion to approve minutes Paula/Zack, passes unanimously

Financial Report

- Danica has not been able to sit down with Laura yet to discuss finances, still looking for a time
- Danica and John have met to discuss next year's budget
- Reviewed bank statements
- Reviewed bills
- ADA door installation cost less than expected, so we have funds left over from the ALA grant
 - o Will be used for large print books, audiobooks, and deliveries to senior center

Motion to approve bills Paula/Melissa, passes unanimously

Committee Reports—none

Librarian's Report

- Reviewed door counts
 - o Danica noted ages are estimates
 - o Higher than usual count for this time of year
 - o Computer use down slightly
 - o Book checkouts up
 - o Large number of items added is because we had some donations recently, including some that were very new and able to be added to the collection
- Programming Updates

- Adult craft class continuing because it continues to be well attended
- Kids programming also generally well attended but fluctuates month to month
- Danica is starting to plan the Summer Reading Program
- School visits are still happening—Danica has gone to the school the past two months and probably will this month also, hoping to get back to the students coming to the library
- Friends update
 - Held Snuggle Up with a Book event—29 attendees
- Grants
 - Applied for Dollar General Literacy Foundation grant (\$2,500)
 - Hoping to get books to use as incentives for the Summer Reading Program and support new programs that need more startup funding
 - Will find out in May whether we receive a grant
 - Schildberg Foundation grant
 - Danica hopes to apply for funding to add more funds for Hoopla and purchase a digitization station
 - Estimating \$2,000 (\$750 for digitization station and the remainder for Hoopla)
- Several years ago, the library used to have a regular space in the Free Press
 - Danica is talking to Caleb about restarting

Old Business

- FY26 Budget Preparations
 - Danica and John presented to the Council
- Computers
 - At least one patron computer is still on Windows 8, which is a security issue at this point
 - Danica intends to put this one out of service in any case, so it needs to be replaced
 - Motion to buy the Dell OptiPlex Paula/Zack, passes unanimously
- Remote meetings
 - We need to propose a bylaw amendment at one meeting and vote on it at the next meeting
 - Board informally decided to allow for both phone and Zoom
 - Melissa will write a proposed amendment for March meeting

New Business

- IT Provider
 - Contract with Visual Edge ends March 2026

- Email Transition
 - o State Library currently hosts our email but will stop providing this service
 - o Danica has started working on the transition but has run into some difficulties
 - o Guthrie Center worked with Panora Fiber--\$300 one time to help with transition
 - o Current IT contract doesn't cover this
 - o Zack will assist Danica in discussions with Panora Fiber
 - o Needs to be complete by 31 April
- Bridges/Libby
 - o Now open for annual renewal
 - o Cost is \$794.88 (same as last FY)
 - o This service is well-used and is already in our budget for FY25-26
 - o No action needed because funds are already budgeted

Motion to adjourn Melissa/Paula, passes unanimously