

Greenfield Public Library Board Minutes

Date: June 10, 2025

Board members present: Marilyn Nickel, Julie Derby, Zack Valentine, Paula Caldwell, John Clark

Staff: Danica Clayton

1. Call to order
2. Approve Agenda: Paula moved and John seconded
3. Community Comments: none
4. Approve Minutes: Marilyn moved and John seconded
5. Financial Report
 - a. Danica will research options to earn some return on the checking balance while maintaining liquidity
 - b. Approved: John moved, Paula seconded
6. Bills
 - a. Payroll looks higher than normal because there were three pay periods in May
 - b. Approved: Paula moved, John seconded
7. Committee Reports: None
8. Librarian's Report
 - a. Counts:
 - i. Surpassed last FY's door count as of last week
 - b. Programming updates/summer reading
 - i. Excellent attendance at programs recently
 - ii. Expect it to slow down as more non-library summer programs start
 - c. Friends update
 - i. Potluck coming up in September
 - ii. Planning a membership drive to start the new year
 - d. Board members
 - i. Still looking for one more member to fill an upcoming vacancy
 - e. Staff
 - i. Tessa will go back to college this fall
 - ii. Will be looking for a new staff member soon
 - f. Email migration
 - i. Panora Fiber did an excellent job of transitioning us to Microsoft Business
 - ii. Microsoft has decided to stop offering licenses through Tech Soup, so costs will probably increase

- iii. Danica will research options to downgrade the license to limit cost

9. Unfinished Business

- a. IT Provider
 - i. Still building the list of possible new providers
- b. Bridgewater Contract
 - i. Received a proposed contract from Bridgewater library for \$50
 - ii. Approved: Julie moved, Marilyn seconded
 - iii. Danica will contact Bridgewater library in August to discuss next year's amount

10. New Business

- a. Policy Review—Computer
 - i. We currently have three related policies; the proposed Internet Use and Technology Access Policy combines them into one
 - ii. Approved: John moved, Paula seconded
- b. Strategic Plan
 - i. Misty Gray plans to attend the July board meeting to discuss updates
- c. FY 25-26 Budget/Wage increase
 - i. City approved a ~3% budget increase YOY
 - ii. Other City employees received a 3% wage increase
 - iii. Approved a 3% increase for Library employees: Zack moved, Julie seconded
- d. Magazine Rack
 - i. Staff has been unable to find an alternative use for it
 - ii. Will look into whether other community organizations want it
 - iii. Contains a memorial plaque; Danica will remove the plaque and keep it at an appropriate location in the library if the rack is given away
- e. Memorial Wall
 - i. Five new names to be added
- f. Board Member Positions/Terms
 - i. Paula Caldwell and John Clark have reached the end of their terms and are leaving the board
 - 1. The Board thanks them for their long service
 - ii. Julie Derby's term is also ending; will propose to the City Council that they renew her for another term
 - iii. Will elect officers and committee members for the new FY at July meeting

11. Adjourned: John moved, Paula seconded

12. Upcoming Meeting Date: July 8, 2025 at 5:00 p.m.