

Greenfield Public Library Board Minutes

9 December 2025

1. Call to Order
 - a. By VP Julie Derby at 1704
 - b. Present: Zack Valentine, Kevin Nelson, Julie Derby, Marilyn Dolan, Melissa Larson, Danica Clayton
2. Approve Agenda
 - a. Moved Melissa, seconded Marilyn
 - b. Passes unanimously
3. Community Comments
 - a. None
4. Approve Minutes: 10 November 2025
 - a. Moved Melissa, Seconded Kevin
 - b. Passes unanimously
5. Financial Report
 - a. Balance in checking is somewhat significant (\$68,536.47 as of statement print)
 - b. City Council is aware that we have a CD and a savings balance, but also have capital expenses coming up for major projects
 - c. Zack moved to accept, Melissa seconded
 - i. Passes unanimously
6. Bills
 - a. Quarterly building expenses for the City included this month (\$2,147.87)
 - b. Payroll not included in the spreadsheet (\$4,865.88) because it happened today, but is in the packet for bills
 - i. Includes two pay periods
 - c. Kevin moves to approve, Zack seconds
7. Committee Reports
 - a. Financial
 - i. Met with Danica last week to discuss plans Danica will present later in this meeting
8. Librarian's Report
 - a. Counts
 - i. Door counts lower than last year, unclear why
 - ii. Program attendance and usage of services is not down significantly
 - b. Programming updates
 - c. Friends
 - i. Christmas shopping coming up

- ii. Friends are excited to work with the Library to start a spring reading program
 - d. Grants
 - e. Sink has started to leak—City maintenance personnel are working on fixing it
- 9. Unfinished Business
 - a. Strategic Plan (Discussion)
 - i. Mission Statement
 - 1. Kevin moves to approve Option 1, Melissa seconds
 - 2. Passes unanimously
 - ii. Danica has started collecting staff surveys and will hopefully have results to review in January
 - b. IT – Visual Edge Service Collaboration with City Hall and Chamber (Action)
 - i. Previously thought we could delay going onto the City's contract until ours ends in March, but after site visit that may no longer be an option
 - 1. Danica will clarify whether we're held to the remaining contract but thinks we will just start being billed the new amount as of 1 Jan
 - ii. We will have essentially the same services we do now, but will now be sharing them with the City
 - 1. Will result in reducing our bill to \$352.05 from \$471.05
 - iii. Melissa moves to approve as presented, Zack seconds
 - 1. Passes unanimously
 - c. FY27 Budget (Potential action)
 - i. First currency column on spreadsheet is current (FY26) budget, second is proposed FY27
 - ii. Proposed increase for Sandy is to get her to the same rate as Tessa because they have essentially the same responsibilities
 - iii. Proposes increasing director hours to max of 38/week b/c that's more consistent with her work recently
 - iv. City Council is apparently considering a ~20% increase for Danica as part of considering department heads' pay
 - 1. Danica's understanding is City would provide us funds to cover the difference
 - 2. We would still have to approve any increase before it could take effect
 - v. Overall increase ~1% pending City Council decisions
 - vi. City budget planning kicking off 13 Jan
 - vii. Marilyn moves to approve, Kevin seconds

1. Clarified this is tentative pending Council decisions we would need to review
2. Passes unanimously

d. Bridgewater Contract (Discussion)

- i. Melissa from Fontanelle doesn't recall getting a payment from them this year

e. Memorial Wall (Discussion)

- i. Wording on the wall specifies those who helped build this facility
- ii. Danica is considering other ways to honor other donors to avoid confusion

10. New Business

a. Director Hours (Discussion)

- i. Danica often needs to be here every weekday and it's difficult to stay under the current limit
- ii. Board will consider updating the Personnel Policy to allow up to 38 hours (matching the number of hours the library is open on weekdays) next month

b. Carnegie Funds (Discussion, potential action)

- i. Misty Gray from State Library told Danica to ask, it was almost immediately approved
- ii. Expect to receive \$10,000
 1. This may require a budget amendment because it's a fairly large portion of our overall budget

c. Microfilm digitization and reeling (Discussion)

- i. Danica was advised we are a "great candidate" for a grant

11. Upcoming Meeting Date: 13 January 2026 at 5:00 p.m.

12. Adjourn

a. Moved by Melissa, seconded Marilyn