

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