Greenfield Public Library

Board of Trustees Meeting

September 21, 2015

Attendees:

Amy Turpin, Teri Cook, Harla Merriman, Brenda Shipley, Martha Rawe, Kelly Hall, Don Roberts and Kate Fabion

The meeting was called to order by Amy Turpin.

Kathy Burkholder and Myra Seimer were present to explain the origin and purpose of Friends of the Library and answer questions the board has regarding their involvement. Kathy also asked for permission to solicit donations to raise $250.00 to pay for a page in the Greene County Historical Society’s book of local history. Permission was granted.

Meeting minutes were read by Kate Fabion, Secretary. Motion to accept was made by Martha Rawe, seconded by Teri Cook. Motion carried.

Treasurer’s Report was given by Martha Rawe. Motion to accept was made by Harla Merriman, seconded by Kelly Hall. Motion carried.

Librarian’s Report:

1. Brenda reported that Scott Barrow had been in to examine the duct work and no repairs are needed at this time.
2. The weeds, mold, and gutters are still in need of attention. No one from the city has addressed them yet.
3. Brenda asked if it has been made public that the library offers WiFi. She has had 2-3 people come in and ask for the password. Kate Fabion advised that it was listed as a service on the website.
4. Brenda inquired about compensation for Jan Prough, who came in for an hour for training on courier service. We determined that she cannot be compensated until proper tax documents were on file. Martha Rawe will reach out to Sherry White to discuss which documents are required.
5. Brenda advised that on Saturday, October 3, 2015, she will not be available to work.
6. The family of Lori Shipley generously donated $410.00 in memorial funds to the library. Brenda does not know if the funds are to be earmarked for anything specific but will reach out to the rest of the family and let us know.
7. Brenda reported that she has been busy lately with several surveys that require responses. She has completed her portion of the EDGE/Per Capita Grant survey and the Illinois State Capital Needs Assessment Survey. The remaining portions must be completed by the Board of Trustees. Brenda also complete a satisfaction survey for the Illinois Heartland Delivery service.
8. The Saturday morning reading hour that took place on September 19 was a hit! Seventeen children participated ranging in age from 2-14.

Old Business:

1. Board and Staff Contact Information Update- Kelly updated her information. We still need to verify information for Teresa Triplett and Deb Rollins.
2. Pork Chop Dinner- Date has been set for Nov 8, 11-2 at Third Base. Tickets will be $10/advance and $12/at door. Kate Fabion will print up tickets and the menu will include 2 pork chops, green beans, slaw, applesauce, mashed potatoes/gravy, roll. Carry out available.
3. Donation container- Amy has placed a donation container (donated by a friend of Teri’s) out with a description stating that the funds are being raised to upgrade the Children’s Section of the library.
4. The date and times of the Board of Trustees meetings have been displayed by the front door of the library, on the library’s website, on the library’s Facebook page and in the Pressing Issues section of the Greene Prairie Press.
5. Website Content- Kate Fabion listed the links that were currently listed on the library’s website and asked for any other suggestions. She will add a link for consumer reports and create a tab for the Friends of the Library.
6. Kate will list names of new book and monetary donors on the website, names only, not monetary amounts. Amy will also list them on the Facebook page.

New Business:

1. Stanley Frech Trust Application- Amy reached out the Greenfield School District office for advice on writing the proposal. Becky McClelland shared how they worded their proposals and Amy wrote and shared her proposal with the Board. All agreed to move ahead with Amy’s proposal.
2. Storeroom Cleaning Dates- Any members of the board who are available will meet on Oct.17, 2015 at 1:00 pm to begin cleaning out the back office/storeroom.
3. Board Member Qualifications- We recently learned that the City of Greenfield amended their requirement for city employees to live within the city limits. They have expanded their employee eligibility to include those residing in the Greenfield School District. Amy wrote a letter to the City of Greenfield officials requesting that we adopt those same eligibility requirements in nominating library board members. Kate Fabion made a motion to send the letter to the City of Greenfield, seconded by Teri Cook. Motion carried.
4. Amy informed the board that Carol Knisely Bishop has volunteered to take on seasonal decorating for the library! The board agreed to allow Carol to proceed.
5. The next board meeting will be October 19, 2015.

Entered Executive Session at 9:00 pm. Exited at 9:45 pm.

1. Martha Rawe made a motion that substitute librarian pay be set at $9.00/hour beginning with the pay period September 16, 2015, and ending September 30, 2015. This will include current substitutes and will effective increase their pay by $.75/hour. Teri Cook seconded the motion. Motion carried.
2. Martha Rawe made a motion that vacation time be defined as two week (25 hours/week = 50 hours total) per year and will include hours that the library is open to the public only; no administrative or cataloging hours will be included. One week (25 hours) of which may carry over for one year. If the hours are not used in that time period, the hours are lost. Kate Fabion seconded the motion. Motion carried.
3. Martha Rawe motioned that sick leave may carry over year to year without limit but will not be paid out upon exit of the position by either retirement, resignation or termination. Teri Cook seconded the motion. Motion carried.

Harla Merriman made a motion to adjourn, seconded by Kelly Hall. Motion carried.

Adjourned.