

Greenwood Public Library  
Board of Trustees Meeting  
April 12, 2016

Attendees: Karen Grizzle, Carmen Madsen, BJ Nowacki, Shellie Hartford, John Stelljes  
Director Cheryl Dobbs, Operations Manager Lynn Johnson, Development Director Jane  
Weisenbach, Attorney Kevin Hoover

Call to Order: Karen Grizzle called the April, 2016 meeting of the Greenwood Public Library Board of Trustees to order at 5:30 p.m. Mike Crumbo led the Pledge of Allegiance and Kevin Hoover conducted the invocation.

Minutes of Previous Meeting: Karen Grizzle asked if there were any changes or corrections to the minutes of the March meeting. There being none; she asked for a motion to approve the minutes. Carmen Madsen moved to approve the minutes of the March meeting; Shellie Hartford seconded; the minutes were approved by unanimous voice vote.

Old Business:

Board Correspondence: There was no board correspondence.

Attorney's Update: Kevin Hoover reported that the addition of the Oak Meadows development and adjoining area, which is not currently in the Greenwood Public Library district is still in process. He hopes that the transfer will be completed during the summer.

A policy is being composed to identify the process for reporting and responding to financial irregularities. This policy is mandated by the State Legislature. The question of what amount of discrepancy is material is still being defined. Cheryl Dobbs and Kevin Hoover will continue to develop this policy with input from the board members.

Finance Committee Report: Mike Crumbo reported that the Finance Committee met on April 7, 2016. All fund cash flow statements were in balance with the appropriations report. Cheryl Dobbs announced that Mike Reuter would attend the next board meeting, to present the fiscal plan. The First Quarter Report for 2016 showed that expenditures were at 20% of budget, 25% of the way through the budget year. All 2016 encumbrances had been expended.

New Business:

Updated Financial Plan: Mike Reuter presented the revised Fiscal Plan draft. He noted that there have been changes to balance targets enacted by the State Legislature. The increased property values and anticipated county adjusted gross income tax (CAGIT) revenues impact an increase in the growth quotient to 3.7%. Current projections of revenue and anticipated expenses indicate a positive financial picture for the library through 2019. Copies of the Fiscal Plan draft were distributed to the board members.

Distribution of Annual Report & Strategic Plan: Cheryl Dobbs distributed copies of both documents to the board members. Additional copies were available for the board members, for their reports to their appointing bodies.

Review of Accounts Payable and Treasurer's Report: Carmen Madsen reported that all liabilities have been recognized, checks written and payments will be mailed. She moved that the Treasurer's Report be approved; Mike Crumbo seconded; the report was approved by signature.

March Reports:

Director's Report: Cheryl Dobbs reported that projects continued to be the focus during March. The carpeting project came to an end, ahead of schedule. Adjustments to the HVAC unit were made to ensure that projected savings are realized. The annual report was completed and work began on the 2017 budget.

Development Report: Jane Weisenbach reported that support for the summer reading program is well underway. The first, annual Easter egg hunt was a success. It was sponsored by Carpenter Realtors. The new donor wall is up and it is very attractive. Ticket sales for the Literary Tour of England continue. The Friends organization is in a good financial position and several grants are now pending.

Department Reports: Board of Trustee members provided comments about the department heads' March reports.

Other Business: There was no other business.

Adjournment: Karen Grizzle adjourned the meeting at 6:55 p.m.

Respectfully submitted

Mike Crumbo  
Secretary