

Greenwood Public Library  
Board of Trustees Meeting  
August 13, 2019

Attendees: Lori Feller, Carmen Madsen, Shan Rutherford, Karen Grizzle, Josh Jackson,  
Lew Gregory, Tamara Russell, Cheryl Dobbs, Kevin Hoover  
Jane Weisenbach, Lynn Johnson, Emily Ellis, Janet Buckley, Karen Jewell

Call to Order: Lori Feller called the August 2019 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m. Lew Gregory led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meetings:

Lew Gregory moved to approve the minutes, Shan Rutherford seconded, and the minutes of the July 9, 2019 meeting was approved by unanimous voice vote.

Old Business:

Board Correspondence: A notice was received regarding an upcoming hearing on a TIFF designation for a Becknell International spec building.

Attorney's Update: None

Kevin noted he had reviewed the updated Employee Handbook and new policy.

Finance Committee Report: Tamara Russell reported that the Finance Committee met on August 8th. All fund accounts were in balance.

A State Audit was performed July 19-22 for the years 2017 and 2018. Audit results were very clean, with no concerns or comments. A report will be presented by the auditors to the Board at a special meeting on August 19, 4pm.

The 2020 Operating Budget was reviewed and discussed.

New Business:

The Employee Handbook has been revised and retitled the Culture Code. Existing benefits and policies were not changed. New sections include Employees and Social Media, a paragraph on Civility, and an option under Life and Health Insurance allowing self-pay for child coverage. The language is more friendly and positive; emphasizing what to do, rather than what not to do.

The Culture Code is considered a policy. Employees will sign that they have read and agree. It can be used in employee reviews for counseling.

### Criminal History Check Policy

This new policy was written in response to legislation at the state level. It addresses criminal history checks for staff and volunteers working with children. The checks were always part of new employee onboarding, but were not previously written into a policy. A recheck of current employees every five years has been added. A Programming Policy for people coming in to do programs will be written later. Shan Rutherford moved to adopt the policy, Lew Gregory seconded, and the motion was approved by unanimous voice vote.

Accounts Payable and Treasurer's Report: Carmen Madsen noted that all liabilities have been recognized, checks have been written, and payments will be made on time. Carmen Madsen moved to approve the Treasurer's Report, Karen Grizzle seconded, and the report was approved by signature.

### May Reports:

Director's Report: Cheryl Dobbs reported meeting with several banks regarding the RFQs. Details will be discussed at the September Board meeting. This was pushed out a month due to the surprise State Audit.

Groups touring the library this month included the Rotary Club of Greenwood (20 members), Representative Woody Burton and staff, and Congressman Trey Hollingsworth.

Development Report: Jane Weisenbach shared that they are hoping for a donation from Tri Kappa to order another 500 bags for the 1000 Books Before Kindergarten program.

She held a second nonprofit meeting in July promoting information sharing between local agencies. A third meeting will be held in September.

Jane also met with interns from Endress and Hauser regarding their 3D Printing contest and the library's support in promoting it.

The new donor gifts have been prepared: metal bookmarks, book boxes, and mini 100 Books sculptures, based on level of giving.

Department Reports: Department managers provided reports of their July 2019 activities.

Other Business: None

Adjournment: Lori Feller adjourned the meeting at 6:50p.m.

Respectfully submitted,



Tamara Russell  
Secretary