

Greenwood Public Library
Board of Trustees Meeting
September 10, 2019

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

PUBLIC HEARING ON THE 2020 BUDGET FOR GREENWOOD PUBLIC LIBRARY

Call to Order: Josh Jackson called the public hearing to order at 6:00 p.m.

Public Comment: There were no public representatives present.

Adjournment: Josh Jackson adjourned the public meeting at 6:01 p.m.

REGULAR MEETING OF THE GREENWOOD PUBLIC LIBRARY BOARD OF TRUSTEES

Call to Order: Josh Jackson called the September 2019 meeting of the Greenwood Public Library Board of Trustees to order at 6:01 p.m. Kevin Hoover led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meetings:

Tamara Russell moved to approve the minutes, Karen Grizzle seconded, and the minutes of the August 13, 2019 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: Board members received a letter dated August 8, 2019, from Jeannine Myers, Clerk of the City of Greenwood, confirming the approval of a ten year tax abatement for Becknell Industries for an industrial building: Southtech Business Park-Bld3 on N. Graham Road.

Attorney's Update: None

Finance Committee Report: Tamara Russell reported that the Finance Committee met on September 5. All but one fund account was in balance. Reports were unavailable to balance the Flex Spending account following a software update at the company that manages the flex accounts. Lynn Johnson reported at this board meeting that this has now been resolved and all accounts are in balance.

A new life insurance policy for employees has been adopted that will increase the payout and flexibility of the benefit.

New Business:

Banking Services RFQ Report and Decision

Cheryl Dobbs shared responses from four banks in a decision matrix comparing interest, fees, payroll/credit cards and other pros/cons including references and prior experience. First Merchants was proposed for excelling on all criteria and providing a second bank resource for the library, since the Rainy Day Fund is with Lake City Bank. A motion for the library to move to Merchants Bank for their banking services was made by Karen Grizzle, seconded by Shan Rutherford, and approved by unanimous voice vote.

2020 Wage and Pay Scale

The 2020 Wage Scale and Pay Grades were presented by Cheryl Dobbs. Some job titles were changed and old job titles no longer used were removed. A motion to accept the 2020 Wage Scale and Pay Grades was made by Lew Gregory, seconded by Carmen Madsen, and approved by unanimous voice vote.

GPL Reservable Spaces Policy

A policy has been written to address expectations and reasonable limits regarding reservable spaces as these have increased in number. A motion to approve the GPL Reservable Spaces Policy was made by Tamara Russell, seconded by Lew Gregory, and approved by unanimous voice vote.

Request for Reconsideration Form

This form is a companion piece to the circulation policy and provides a structure for receiving patron complaints. The form has been updated to include displays and programs, along with materials. A motion to approve the updated Request for Reconsideration Form was made by Lew Gregory, seconded by Karen Grizzle, and 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. She offered additional information that check 483 for \$4890 was written for My Library Rewards out of the Rainy Day Fund. This is a new marketing tool for customized communication with library patrons that GPL is participating in with the Johnson County Library. Carmen Madsen moved to approve the Treasurer's Report, Tamara Russell seconded, and the report was approved by signature.

August Reports:

Director's Report: Cheryl Dobbs shared the satisfaction of completing updates on the Employee Handbook, job descriptions, and onboarding experience procedures; all foundational to building a culture of excellence at GPL. In addition this month Cheryl enjoyed conducting exit interviews with two pages heading to college and providing a tour for a new employee. She also mentioned her meeting with KRM to discuss a new teen desk and capital project plan.

Development Report: Jane Weisenbach shared that Tri Kappa donated another \$2000 for 1000 Books Before Kindergarten. A Best Buy grant of \$5000 has been gratefully received for a teen technology program. A tour was conducted for Trey Hollingsworth.

The Friends of GPL funded a celebration for the new firetruck in the Children's Department attended by the Greenwood Fire Department.

Jane and Cheryl spoke with the evening Kiwanis group who will again be helping Greenwood Aglow by selling food at the event.

Upcoming events noted:

October 24, 6-9pm, Booked for the Evening

October Community Read: (adult) Mr Penumbra's 24 Hour Bookstore, by Robin Sloan
(children) Escape from Mr Lemoncello's Library, by Chris Grabenstein

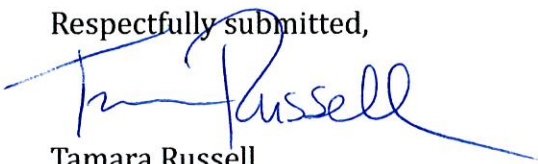
Many activities are planned including a scavenger hunt around town, an escape room, and a Skype event with author Robin Sloan.

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

Other Business: None

Adjournment: Josh Jackson adjourned the meeting at 7:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tamara Russell". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Tamara Russell
Secretary