

Greenwood Public Library  
Board of Trustees Meeting  
March 10, 2020

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

Call to Order: Lori Feller called the March 2020 meeting of the Greenwood Public Library Board of Trustees to order at 6:00p.m. Josh Jackson led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting: Shan Rutherford moved to approve the minutes, Lew Gregory seconded, and the minutes of the February 11, 2020 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence:

A letter was received from the City of Greenwood regarding a Tax Abatement. Cheryl Dobbs passed out the letter to the board members in attendance.

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on March 5. All fund accounts were in balance.

The payroll process with the new bank has improved. One difference between the banks is that PNC provided an immediate confirmation when the payroll was submitted. First Merchants does not give a confirmation but will advise if there are issues.

Lynn is looking into other credit card options for reimbursing and tracking programming charges. This is the way in which spending by the staff using gift fund money is managed. First Merchant does not currently have such a card. A key attribute being sought is reporting by individual and project.

Cheryl added that she is creating a Capitalization of Assets Policy to set a limit of \$10K for asset reporting. If there is no policy setting a threshold, every item regardless of value must be listed with acquisition date, depreciation, etc. A policy would show good internal controls to the auditor and streamline reporting. The policy will be available for Board review in April. Detailed

asset lists would remain, but the Annual Financial Report would list only the \$10K and above items. Cheryl is looking for a good model to follow and has consulted Kevin about this.

New Business:

Policy review:

Collection Policy

Circulation Policy

Acceptable Behavior Policy

The above three policies were reviewed and discussed. A motion to approve was made by Carmen Madsen, seconded by Josh Jackson, and approved by voice vote. Lori Feller signed approval on each document.

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

Other Business: None

February Reports:

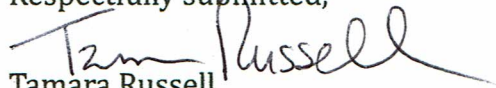
Director's Report: Cheryl Dobbs stated that she spent much of the month working on the Board of Accounts financial report which was made more challenging by the change of banks. Interviews were successfully held for a full time Children's Librarian and a new team member will be starting in April. Eight staff attended the Public Library Association conference in Nashville. As always, Cheryl provided us with an interesting and thoughtful synopsis. Timing of capital project plans were established with KRM.

Development Report: Jane Weisenbach reported success on donations for 1000 Books Before Kindergarten, summer reading, and the Foster Family initiative. She is still talking to possible candidates for her position.

Department Reports: Department managers provided reports on their February 2020 activities.

Adjournment: Lori Feller adjourned the meeting at 6:36 p.m.

Respectfully submitted,



Tamara Russell

Secretary