

Greenwood Public Library

Board of Trustees Meeting -via Zoom (video meeting platform) and onsite

April 14, 2020

Attendees: Lori Feller, Josh Jackson, Carmen Madsen, Shan Rutherford, Lew Gregory, Karen Grizzle, Tamara Russell, Mike Reuter  
Cheryl Dobbs, Lynn Johnson, Kevin Hoover, Linda Messick, Karen Jewell, Janet Buckley

Call to Order: Lori Feller called the April 2020 meeting of the Greenwood Public Library Board of Trustees to order at 6:02p.m. Lew Gregory led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting: Lew Gregory moved to approve the minutes, Carmen Madsen seconded, and the minutes of the March 10, 2020 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: None

Attorney's Update: None

Finance Committee Report:

The Finance Committee did not have a meeting this month. Due to the public health emergency declared in the State of Indiana on March 6 due to the spread of the coronavirus, and further orders and directives provided by the Governor on March 17, libraries are exempted from the need for monthly meetings except for essential business.

New Business:

Mike Reuter update

Normally, Mike Reuter presents our projected revenues and fiscal plan at this time of year. However, there are too many uncertainties due to the current public health emergency to make reliable assumptions at this time. He assured that solid assumptions should be available by budget time. Revenues should be stable in 2020. His guidance is to look for opportunities to preserve cash now since the library will feel the effect of recession in 2022 when others are coming out of it.

Regarding our bond issue renewal, a meeting needs to be set up with the appropriate officials. Need to first confirm which is the appropriate fiscal body for review and best calendar timing for the meeting. A bond attorney has been engaged.

Ratification of emergency voting

-To close the library March 16, 2020 to April 15, 2020

-To continue pay to employees during closure

Carmen Madsen moved to ratify the emergency voting conducted by email on March 15, Shan Rutherford seconded, and the library closure and continuance of staff pay were approved by unanimous voice vote.

Extension of library closure until the State of Indiana stay-at-home order is lifted

Karen Grizzle moved to extend the closure, Lew Gregory seconded, and the motion was approved by unanimous voice vote.

Epidemic/Pandemic Policy

Shan Rutherford moved to ratify the emergency voting conducted by email on April 2, Karen Grizzle seconded, and the Epidemic/Pandemic Policy was approved by signature.

Employee handbook amendment

Tamara Russell moved to ratify the emergency voting conducted by email on April 2, Carmen Madsen seconded, and the Employee handbook amendment was approved by signature.

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 Madsen moved to approve the Treasurer's Report, Karen Grizzle seconded, and the report was approved by signature.

Other Business: None

March Reports:

Director's Report: Following the immediate decisions and actions to close the library to safeguard patrons and staff during this period of public health emergency, Cheryl has been working through the next steps of determining what library services will look like once the stay-at-home order is lifted. She has begun a detailed document describing and planning reopening activities in phases, with staffing levels and services and responsibilities for each. The phases are dependent on recommendations from local and national health agencies, social distancing protocols, and the needs of our community. This is a draft that will continue to evolve.

Adjournment: Lori Feller adjourned the meeting at 7:11p.m.

Respectfully submitted,

Tamara Russell  
Secretary