

Greenwood Public Library
Board of Trustees Meeting
October 13, 2020

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

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

Minutes of Previous Meeting:

August and September minutes were reviewed. Josh Jackson moved to approve the minutes, Carmen Madsen seconded, and the corrected minutes of the August 11, 2020 meeting and the minutes of the September 8, 2020 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence:

Cheryl Dobbs reported receiving the Indiana State Library annual notification that GPL continues to be in compliance with Board standards.

Cheryl also reported the new bond was awarded an A rating from Standard and Poor's. This followed an interview with Cheryl, for which she received coaching from Baker Tilly. S&P was impressed with the library's 3-6 year budget and in two years may consider GPL for an A+ rating. They are not awarding any A+ ratings at this time due to COVID uncertainties.

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met just before this meeting on October 13. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

The bond selling date is still targeted for Oct 22. A Finance Committee meeting is scheduled for that day at 11:00am.

Employees received their new credit cards from Regions Bank today. These will be activated and training conducted. The PNC card will be turned off one month later.

A fraud issue required resolution this month. A check written to the carpet cleaners was never received by the vendor, though it was cashed and debited from our First Merchants account. The vendor believes the envelope containing the check was stolen from their mailbox. First Merchants required a letter from the vendor and documentation signed by Cheryl. Provisional credit is being given to GPL by the bank and a new check will be written to the vendor by GPL.

New Business:

2020 Policies

Alcohol Policy

Credit Card Policy

Internet Acceptable Use Policy

Personal Property Policy

Service Animals in the Library Policy

Supervision of Children and Lost Child Procedure

Volunteer Policy

Weapons Policy

Purchasing Policy

The above list of policies was reviewed by the board as part of the annual review process. Shan Rutherford moved to approve the policies, Karen Grizzle seconded, and the nine policies listed above were approved by unanimous voice vote.

Investment Policy

This policy will be reviewed at the annual GPL Investment Board meeting in January 2021.

Capital Asset Policy

This new policy was developed in response to the State Board of Accounts tightening the tracking of capital assets. Retroactive to the beginning of 2020, all assets valued at \$5000 and above will be tracked. Books are valued as a total number that Janet Buckley reports monthly. Books will be auto tagged via ILS, everything else will be manually tagged.

Karen Grizzle moved to approve, Josh Jackson seconded, and the Capital Asset Policy was approved by unanimous voice vote.

E-Rate Resolution

Cheryl Dobbs proposed that GPL renew our commitment to the Indiana State Library Consortium for Public Library Internet Access for funding year July 1, 2021 through June 30, 2022. This offsets internet costs to all consortium members. Members must agree to family friendly filtering and financial responsibility for non e-rate services.

Carmen Madsen moved to approve, Shan Rutherford seconded, and the e-rate resolution was approved by signature.

2021 Holiday Closing Schedule

Cheryl Dobbs presented the schedule for holiday closings next year. Josh Jackson moved to approve, Karen Grizzle seconded, and the 2021 Holiday Closing Schedule was approved by unanimous voice vote.

Library Closure on Election Day, Tuesday, Nov 3, 2020

Cheryl Dobbs added an agenda item requesting approval to close the library on election day since GPL is a polling location. The library will remain open during early voting from Oct 20-Oct 31, but election day itself is expected to draw larger crowds. Shan Rutherford moved to approve,

Karen Grizzle seconded, and closing the library on Tuesday, Nov 3, 2020 was approved by unanimous voice vote.

2021 Board of Trustees Meetings -for information

A calendar of the 2021 Board of Trustees meetings was issued. These meetings will continue to be held on the second Tuesday of each month at 6pm in the Greenwood Library Board Room or other room as designated. This calendar is published once a year in the Johnson County Daily Journal and is posted all year on the door of the GPL Administration office.

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, Karen Grizzle seconded, and the Treasurer's Report was approved by signature.

Other Business: None

September Reports:

Director's Report:

Cheryl Dobbs reported that the 3rd quarter report shows the library finances to be on track. Expenditures are running 8.7% below budget (usually 4-5% below this time of year.) If spending continues at this rate, yearend is projected at 88% of maximum budget. This would result in a savings of \$200K to our cash balances by year's end (usually expected around \$120K.)

An all staff meeting was held on Oct 25.

Bond and 2021 budget items are moving forward as planned.

No questions were raised at the budget hearing meeting. Formal adoption expected Oct 19.

Much planning has gone into organizing for a welcoming experience for the early and election day voters, while maintaining easy access to resources for our daily patrons.

Development Report:

Cheryl Dobbs reported for Jane Weisenbach that disappointingly, the JDDF grant was not received. The first two One for the Books dinners were cancelled due to lack of attendee responses. One couple is coming in for a private lunch and tour. Dinner on Oct 30th has been cancelled since there is voting that evening and the building cannot be closed. Still evaluating whether a sponsor event will take place.

A fundraising request letter has gone out to all Friends who have given money in the past. Responses have been slow to start.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 6:46 p.m.

Respectfully submitted,

Tamara Russell
Secretary