

Greenwood Public Library
Board of Trustees Meeting
November 10, 2020

Attendees: Lori Feller, Josh Jackson, Carmen Madsen, Karen Grizzle, Tamara Russell,
Shan Rutherford, Lew Gregory
Cheryl Dobbs, Lynn Johnson, Jane Weisenbach, Emily Ellis, Karen Jewell, Janet Buckley
Guest – Erin Jennings of KRM Architects

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

Minutes of Previous Meeting:

October minutes were reviewed. Lew Gregory moved to approve the minutes, Josh Jackson seconded, and the minutes of the October 13, 2020 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: A letter from Baker Tilly detailing the bond schedule was received.

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on November 5. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

Lynn has redesigned the Finance Report by grouping line items into a new category structure. The results are more readable and understandable.

A new Lake City account has been established to hold the construction earnest money that can be invested between the dates of draws as established by KLM. This required a new account number and new checks.

New Business:

Capital Projects Update: Erin Jennings, KRM Architects

The Design phase is in process. Erin Jennings presented the current plans for each floor.

A next steps project schedule and time line chart was reviewed.

The design team will take a field trip on November 11 to three libraries to look at best practices in shelving concepts.

Update on General Obligation Bond 2020, \$3,940,000

Baker Tilly sent a closing letter draft containing an overview of the bond and how it will work, including an amortization schedule. "This letter should serve as a resource regarding the closing of the Bonds, the distribution of the Bond proceeds and the repayment of the Bonds."

2021 Wage and Pay Scale

Cheryl Dobbs shared employee wage scales and pay grades for 2021. The range did not change this year since the raises are small. An HR professional may be engaged for the next change. Lew Gregory moved to approve, Carmen Madsen seconded, and the 2021 Wage and Pay Scale was unanimously approved by voice vote.

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, Josh Jackson seconded, and the Treasurer's Report was approved by signature.

Other Business: None

October Reports:

Director's Report:

Cheryl Dobbs reported that pre-election and election day voting went very well and the library's hospitality was praised. The estimate is that at least 7000 people voted here. The library also benefited from the issuance of 112 new cards and 49 renewals to the voters stopping by. A very positive experience was expressed by many, especially those with health issues who were given special support by the staff.

Greenwood Common Council officially adopted the 2021 library budget.

The new library bonds sold on October 22nd with good interest rates (mostly 2%, some 3%). Three funds have been set up at Lake City to receive and hold the funds, a Construction Fund, a 2020 BIRF Fund, and a 2020 Bond Debt Service.

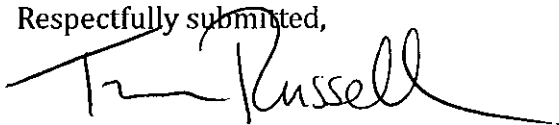
Development Report:

Jane Weisenbach shared that grant applications are not going well. All the Q4 library fundraising events are being cancelled due to COVID safety requirements. A mailing fundraising campaign to Friends and Patrons has brought in some funds. There will be an email campaign to all library cardholders to follow.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 6:55 p.m.

Respectfully submitted,



Shan Rutherford
Tamara Russell
Secretary