

Greenwood Public Library
Board of Trustees Meeting
December 08, 2020 via Zoom

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

Call to Order: Lori Feller called the December 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:

November minutes were reviewed. Josh Jackson moved to approve the minutes, Shan Rutherford seconded, and the minutes of the November 10, 2020 meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence:

Cheryl Dobbs reported that three communications were received: a public notice from the city, a letter of thanks from Trena McLaughlin, Johnson County Clerk of Courts, for the Library's role as a polling place, and a communication regarding the 1782 Notice for Budget Year 2021 from DLGS (Dept of Local Government Finance.)

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on December 3. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

New Business:

KRM Presentation

Erin Jennings presented the phasing and sequencing of work. Timing is an estimate and will ultimately be set by the contractors.

End Dec 2020: Design development ends

End Feb 2021: Construction documents and spec manual complete

March 2021: Project out to bid

April 2021: Construction commences

Phase 1, Apr 2021: Children's staff area

Phase 2, Jun 2021: Exterior improvement

Phase 3, Aug 2021: Admin and back of house, 1st installation of new shelving

Phase 4, Oct 2021: Rest of 2nd floor shelving, study rooms, offices, studio, lobby, patron mtg areas, teen mtg areas

Phase 5, Jan 2022: New shelving in Childrens and Teens, mtg room C, public snack area, book nook/café space, carpet replacement tbd

Phase 6, Apr 2022: Parking lot lighting

Phase 7, Jul 2022: Roof replacement

Ratification of Investment Committee Resolution

Tamara Russell moved to ratify the three resolutions made at the Investment Board meeting held November 23, 2020. Shan Rutherford seconded, and the resolutions were ratified by unanimous voice vote.

Resolution to Transfer Funds

Cheryl Dobbs presented a resolution to transfer \$150K of the General Fund to the Rainy Day Account. The maximum allowable transfer is 10% of the 2020 annual budget and this amount complies at less than 10%. All Rainy Day funds shall be subject to the same appropriation process as other funds which receive tax dollars.

Motion to approve was made by Lew Gregory, seconded by Carmen Madsen, and approved by signature.

Resolution to set Non-Resident Card Fees for 2021

Josh Jackson made a motion to approve the 2021 Non Resident Fee at \$59 for an individual nonresident card, Tamara Russell seconded, and the new fee was approved by signature.

Set end of year meeting date and time

Cheryl Dobbs proposed that the annual year end meeting be held on Wednesday, December 30, 2020, at 3:30pm. A quorum is required and Lew Gregory, Carmen Madsen, Lori Feller, and Josh Jackson confirmed they would be available.

Officer Nominations and Election

Lori Feller called for nominations for board officers for 2021.

Secretary - Tamara Russell was nominated by Carmen Madsen

Treasury -Carmen Madsen was nominated by Tamara Russell

Vice President -Josh Jackson was nominated by Carmen Madsen

President -Lori Feller was nominated by Tamara Russell

Lori Feller then called for the election of the above slate of officers for 2021. The board voted unanimously to approve the slate and elect the officers.

Insurance Policy Bond Annual Renewal

Carmen Madsen signed bond that will be filed with the County Clerk.

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, Lew Gregory seconded, and the Treasurer's Report was approved by signature.

Other Business: None

November Reports:

Director's Report:

Cheryl Dobbs reported that due to escalating COVID diagnoses and exposures in the state, the library is dialing back on their COVID response plan with the goal of keeping the staff safe and the doors open. A door greeter and time limits have been reestablished and all in-person programming and library meetings have returned to virtual, including the staff Christmas party. The bonds were officially closed and funds deposited on Nov 12. To improve customer service and reduce contract issues, the library changed their insurance broker to Gregory and Appel, and signed contracts with Certified Landscaping and City Wide Janitorial, ending contracts with Restoration landscaping and Jani-King. Following the departure of Butch, the general maintenance position has been restructured and will now be held by Ben Roberts.

Development Report:

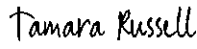
Jane Weisenbach shared that mail and email campaigns have generated \$14,000 in donations so far, many from new and lapsed donors. The Rotary Club of Greenwood is still considering a grant of over \$8000 for our foster care program.

Jane and Cheryl are still fielding candidates for the Development Director position. Start date is February 15.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 7:01p.m.

Respectfully submitted,

DocuSigned by:

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Tamara Russell

Secretary