

Greenwood Public Library
Board of Trustees Meeting
April 13, 2021

Attendees: Lori Feller, Lew Gregory, Josh Jackson, Carmen Madsen, Tamara Russell, Shan Rutherford

Cheryl Dobbs, Ashley Ferrell, Kevin Hoover, Lynn Johnson, Jane Weisenbach, Emily Ellis, Linda Messick, Janet Buckley

Call to Order: Lori Feller called the April 2021 meeting of the Greenwood Public Library Board of Trustees to order at 6 p.m. Lew Gregory led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting:

Minutes were reviewed for the meeting held in March. Lew Gregory moved to approve the corrected minutes, Josh Jackson seconded, and the corrected minutes of the March 9, 2021 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: Board members received two letters:

1. Dated March 5, 2021, from Jeannine Myers, Clerk of the City of Greenwood, regarding the approval of a ten year tax abatement for an industrial building on 703 North Graham Road.
2. Dated April 9, 2021, from Jeannine Myers, Clerk of the City of Greenwood, regarding the approval of a ten year tax abatement for two commercial buildings on North Graham Road.

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met just before this meeting on April 13. Lynn Johnson reported that all fund accounts were in balance and quarterly PLAC and Evergreen fees had been paid. Carmen Madsen signed off on all bank balances.

Cheryl Dobbs updated the committee on the construction bid process and proposed selection. She will be sharing this same information during this Board meeting.

First Quarter Report

Cheryl Dobbs reported that the library is in good financial shape. Though spending has been slightly faster than previous first quarters, it is still under 25% for the first quarter. There are no encumbrances from 2020. Expenditures from the Rainy Day and Construction Funds will rapidly increase in the next quarter.

Emily Ellis reported that circulation numbers and patron visits are steadily going up and slowly returning to normal.

New Business:

Presentation of Construction Bids for 2021/22 Remodel (KRM)

Cheryl Dobbs shared that twelve companies showed interest in the project and nine companies submitted completed bids on the library's construction project. Good news that the bids came in slightly lower than hoped for.

Selection of winning bid

Cheryl Dobbs is making a recommendation to award the contract to Driftwood Builders, who submitted the lowest bid. They are a local company, have been very responsive and straightforward, and their references are very positive. They made the most onsite trips to climb around the library facilities. Their subcontractors have also checked out very well. This lower bid will leave additional money for furniture.

Josh Jackson moved to approve Driftwood Builders as the library's contractor for this project, Shan Rutherford seconded, and the selection of Driftwood Builders as the library's contract for this project and the two alternates was approved by unanimous voice vote.

Acceptable Behavior Policy

The Acceptable Behavior Policy has been renamed the Patron Behavior and Health Safety Policy and updated to include rules and actions that can be taken regarding patrons who create a safety or health hazard for other persons by knowingly exposing them to contagious illness, bedbugs, or lice. Carmen Madsen moved to approve the updated policy, Lew Gregory seconded, and the Patron Behavior and Health Safety Policy update was approved by unanimous voice vote and 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, Lew Gregory seconded, and the Treasurer's Report was approved by signature.

Other Business: None

March Reports:

Director's Report:

Much of Cheryl's month revolved around renovation meetings with contractors and architects. To inform the community, she has begun writing update articles about the construction project which can be seen on the website. Cheryl virtually presented the annual report and bond projects to the Greenwood Common Council and talked to the city about parking difficulties on beautiful days. She reported that the new landscaping company has done "an amazing" job fixing the retaining wall, replanting and updating the front planting areas, and replacing the pavers. She also attended the ground breaking ceremony for the new JCPL Clark Pleasant Branch.

Development Report:

Jane Weisenbach shared that an additional benefit for Summer Reading sponsors may be inclusion in the Scavenger Hunt. Modern Woodmen is being sought as an additional sponsor for the foster care event in August and for the "Living Room", a new type of library meeting space.

A small \$5K JCCF grant has been filed for event kits still being created due to COVID. A larger \$15K JCCF grant opportunity will be sought in the fall.

Ashley Ferrell has been focusing on meeting people in the community.

New donor software is being researched to save money from increasing fees for the current software, including for an online payment facility we do not use.

Executive Committee meetings have been established before the Friends meetings.

Book bikes are being researched for possible outreach in the park and on trails.

The Donor wall will soon be updated.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Tamara Russell
Secretary