

Greenwood Public Library
Board of Trustees Meeting
May 11, 2021

Members attending in person: Lori Feller, Lew Gregory, Karen Grizzle, Josh Jackson, Carmen Madsen, Shan Rutherford,

Members attending electronically: Tamara Russell via speakerphone

Members absent: none

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

Call to Order: Lori Feller called the May 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 April. Lew Gregory moved to approve the minutes, Shan Rutherford seconded, and the minutes of the April 13, 2021 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence:

Two letters were received by Board members.

- 1) Resolution No. 21-07, received from Jeannine Myers, dated April 23, 2021
Notification of approval of a ten-year tax abatement for four warehouse/distribution or light manufacturing buildings on North Graham Road.
- 2) Resolution No. 21-11, received from Jeannine Myers, dated May 6, 2021
Notification of approval of a ten-year tax abatement for a corporate headquarters and warehouse/shop building at NW corner of Main St and Graham Road.

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met just before this meeting on May 11. All fund accounts were in balance. Carmen Madsen signed off on all bank balances. Lynn Johnson reported that she is now getting all the reports she needs from Lake City just fine. Mike Reuters fiscal plan has been received and he will be presenting it at the May 11 Board of Trustees meeting.

New Business:

Mike Reuter, financial report

Our financial advisor, Mike Reuter, presented an update to the Fiscal Plan. Fortunately, the effect of the pandemic on the State of Indiana economy was less than feared at this time last year. The forecast for the library through 2023 remains favorable.

Electronic Meeting Policy

Last year, in response to the pandemic, the State of Indiana relaxed their policy on electronic meeting attendance and participation. A couple of weeks ago, they tightened it back up but left some flexibility. Cheryl Dobbs created a policy for the library in alignment with these recent updates. This includes noting in the minutes how each member is attending, specifying what constitutes a quorum, and defining when an electronic attendee can participate in voting.

Josh Jackson moved to approve the proposal, Karen Grizzle seconded, and the new Electronic Meeting Policy was approved by unanimous voice vote.

NEW -Shared Sick Reserve

Cheryl Dobbs described a Shared Sick Leave benefit for addition to the Employee Handbook. Full time employees could contribute unused sick leave hours to the bank for the benefit of other employees. This could assist employees who have exhausted their own sick leave to access up to two weeks of emergency sick leave without loss of pay. This is intended to provide coverage for recovering from surgeries or other major medical events. This can also aid in coverage for COVID quarantines for exposure or illness. Eligibility would be determined by the employee's supervisor and the Director. Balance in the reserve and usage will be tracked by Lynn Johnson.

Karen Grizzle moved to approve the proposal, Lew Gregory seconded, and the modification to the Employee Handbook for a Shared Sick Reserve was approved by unanimous voice vote.

ENDING –Pandemic Sick Leave Addendum

The Temporary Addendum to Employee Sick Leave Benefit was adopted January 1, 2021 to support COVID related absences. This was modified on March 9, 2021 to limit duration of the plan until vaccinations were widely available to all, with a provision to review monthly. On May 11, 2021, Cheryl Dobbs proposed ending this temporary addendum since vaccinations are now widely available to all.

Shan Rutherford moved to approve the proposal, Carmen Madsen seconded, and the ending of the Temporary Leave Addendum to the Employee Sick Leave Benefit was approved by unanimous 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, Karen Grizzle seconded, and the Treasurer's Report was approved by signature.

Other Business: None

April Reports:

Director's Report:

Cheryl reported that her main focus continues to be on the remodeling project. Construction begins on May 26. Many materials may have large lead times due to the COVID supply chain effect, so material availability will drive each specific area's timeline for demo and construction.

Pay structure evaluation also began this month, a strategic exercise that includes: How to pay competitively while keeping payroll a reasonable percentage of the whole budget? How do we compare to similarly sized libraries? What positions need to be changed or have responsibilities realigned? Mike Reuter and Lori Feller are supporting.

This Friday, an all staff meeting will be held that includes a presentation on implicit bias by the Peace Learning Center.

Development Report:

Jane Weisenbach shared that the Summer Reading program is completely funded. Modern Woodmen agreed to sponsor the Foster Care Fair and Living Room for \$5K. We did not get the grant from the SIA Foundation for the Glowforge. Still awaiting JDDF letter of Intent for assistance with the book bike and other outreach. A \$5K grant from Pam and Gary Jursik will be used for either the book bike or help with the butterfly garden. A decision was reached to keep the existing donor software and adding their credit card processing module which they now require we pay for anyway.

Sadly, this is Jane's last attendance at a Trustee Board meeting. We will miss her friendship, good humor, and insights. The library will always be enriched by the relationships she made and the \$1 million dollars that she raised in her 20 years of employment. A retirement celebration will be held at the library the evening of May 27th.

Thank you Jane for everything!!

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Tamara Russell
Secretary