

Greenwood Public Library  
Board of Trustees Executive Meeting  
June 8, 2021

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

Members attending electronically: none

Members absent: Josh Jackson

An executive meeting of Board members only was held from 5:30 to 5:45pm to discuss personnel details.

\*\*\*\*\*

Greenwood Public Library  
Board of Trustees Meeting  
June 8, 2021

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

Members attending electronically: none

Members absent: Josh Jackson

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

Call to Order: Lori Feller called the June 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 May. Lew Gregory moved to approve the minutes, Shan Rutherford seconded, and the minutes of the May 11, 2021 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: None

Attorney's Update: Kevin Hoover shared that the City of Greenwood has produced signs for the library parking lot to distinguish which spots are reserved for library patrons. The intent is to encourage Old City Park guests to use only the city parking spots.

### Finance Committee Report:

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

Lynn Johnson reported there are still enough funds in Lake City Bank to not yet require a funds transfer. The first construction check will be paid in June. Property tax money will be received in June.

Cheryl recently attended a State Board of Accounts budget training meeting and will be sharing new reporting requirements with the board tonight.

### New Business:

#### Capital Assets Policy Revision

Cheryl reported that the State Board of Accounts is now requiring a depreciation policy be added to our capital assets policy. The depreciation policy needs to explain the method of establishing the cost basis, establish useful life by category, and explain how to determine salvage value. Tamara Russell moved to approved the updated policy, Carmen Madsen seconded, and the Capital Assets Policy update was approved by voice vote.

#### Surplus Furniture List

Cheryl handed out a list of furniture that will be declared surplus as a result of the 2021-2022 remodeling project. The items will be disposed of in accordance with the Capital Assets Policy. Removal of the furniture will be in waves as demolition progresses.

- "Items declared as surplus which still retain value shall be donated to the GPL Friends of the Library organization, and sold to their benefit."
- "Items of limited value may also be donated to other libraries of non-profits, sold, or disposed of as the board sees fit."

Shan Rutherford moved to acknowledge that the board reviewed the Surplus Furniture List and approves the disposal of those items as per the Capital Assets Policy, Carmen Madsen seconded, and motion was approved by voice vote.

#### July 5<sup>th</sup> Holiday

Since July 4<sup>th</sup> falls on a Sunday this year, the national observance of the holiday was assigned to Monday, July 5<sup>th</sup>. This was missed in the establishing of the library's 2021 holiday closings calendar. A motion to amend the 2021 library's holiday closings calendar to add July 5<sup>th</sup> was made by Karen Grizzle, seconded by Shan Rutherford, and approved by unanimous voice vote.

#### Budget Calendar

Cheryl Dobbs handed out the calendar of meetings for establishment and approval of the 2021-2022 Budget.

|         |   |
|---------|---|
| Aug 5   | Director presents budget to Finance Committee       |
| Aug 10  | Finance Committee presents 2022 Budget to Trustees  |
| Sept 14 | Mike Reuter presents Public Hearing for 2022 Budget |
| Oct 12  | Adoption of 2022 Budget                             |

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, Tamara Russell seconded, and the Treasurer's Report was approved by signature.

Other Business: None

May Reports:

Director's Report:

Cheryl reported that

- A fun and engaging annual in service was held, including implicit bias training via Zoom, very creative silly awards, and celebrations for 2021 work anniversaries.
- Direct report evaluations were completed. Work is ongoing on the personnel salary scale.
- Construction start is 6 weeks behind the original start date due to two requests by the state for more information to approve the permit. Limited demo work has begun.
- June 1, masks became optional for patrons and staff.
- Cheryl was elected to a two-year term with the Evergreen Executive Committee.
- Cheryl met with AdSense to plan for new information screens throughout the library.
- A beautiful and well-deserved retirement party was held for Jane on May 27th. As Cheryl said "The goal was for Jane to leave this library knowing that we loved her, and that she made a difference."

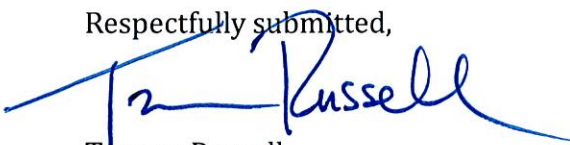
Development Report:

Ashley Ferrell confirmed sponsorships were received from Franciscan Alliance for \$2000 and Home Bank for \$500. Preparations continue for the Foster Care Fair on August 28. Summer outreach activities have included Popsicle events, Cartoons in the Park and the Greenwood Freedom Festival Parade (in which Ashley will be driving the van!) The Book Bike has been ordered and delivery expected in August. Purse Bingo has been rescheduled for September 29, 2021.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 6:43 p.m.

Respectfully submitted,



Tamara Russell  
Secretary