

Greenwood Public Library
Board of Trustees Meeting
October 12, 2021

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

Members attending electronically: none

Members absent: Carmen Madsen

Other attendees: Cheryl Dobbs, Lynn Johnson, Ashley Ferrell, Emily Ellis, Janet Buckley, Erin Jennings (via Zoom)

Unavailable: Kevin Hoover, Linda Messick, Karen Jewell

Call to Order: Lori Feller called the October 2021 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m. Lew Gregory led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

New Business:

KRM Architects Update – Erin Jennings via Zoom

An updated schedule was received on October 11. The substantial completion date remains the same. The Admin and Board Room demo is complete, electrical is delayed. Children's area punch list items are being addressed, including furniture. NW Study Rooms are still in process. Electrical contractor and construction craftsmanship issues are being addressed.

Minutes of Previous Meeting:

Minutes were reviewed for the meeting held in September. Lew Gregory moved to approve the minutes, Shan Rutherford seconded, and the minutes of the September 14, 2021 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: none

Attorney's Update: none

Finance Committee Report: Tamara Russell reported that the Finance Committee met just before this Board meeting on October 12. All fund accounts were in balance. Carmen Madsen signed off on all bank balances and signed checks on a previous day since she was unavailable today.

New Business (continued):

Resolution 21-04 for Blanket Appropriation Modification

This resolution grants authority to the Library Director to modify appropriations in the 2021 and/or 2022 Budgets as necessary in response to receipt of the 1782 Notice for Budget year 2022 from the Indiana Department of Local Government Finance. By statute this should be no later than December 31, 2021. The Library Board will be updated on any modifications at the first public Board meeting following receipt of the 1782 Notice.

Josh Jackson made a motion to approve, Karen Grizzle seconded, and the Resolution for Blanket Appropriation Modification was approved by signature.

Resolution 21-05 to Authorize Director Signature on Grant Documents

This resolution grants authority to the Library Director to sign required documents for grant applications and agreements on behalf of the Board, after apprising the Board president of each grant opportunity and requirements. This will allow a faster response since time is often of the essence in completing these requests.

Tamara Russell made a motion to approve, Lew Gregory seconded, and the Resolution to Authorize Director Signature on Grant Documents was approved by signature.

Approval of ARPA Grant

This Indiana State Library grant provides relief for COVID related expenses. GPL will receive \$9800 for the purpose of purchasing technology for our board room and one meeting room so that remote meetings, training, and webinars can be attended by board members, staff, or our patrons.

Shan Rutherford made a motion to approve, Josh Jackson seconded, and the acceptance of the ARPA Grant was approved by unanimous voice vote.

Resolution 21-06 to Transfer Funds to the Rainy Day Fund

Cheryl Dobbs presented a resolution (done annually) to transfer \$150K of the General Fund to the Rainy Day Account. The maximum allowable transfer is 10% of the current year's 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.

Lew Gregory made a motion to approve, Tamara Russell seconded, and the Resolution to Transfer Funds to the Rainy Day Fund was approved by signature.

Resolution 21-03 to Adopt the 2022 Budget

Cheryl Dobbs shared Resolution 21-03 which summarizes the 2022 budget appropriations by fund code and name, tax levy, and tax rate.

Lew Gregory moved to approve, Shan Rutherford seconded, and the Appropriations and Tax Rates for Budget Year 2022 were approved by signature.

Accounts Payable and Treasurer's Report: Lori Feller noted that all liabilities have been recognized, checks have been written and signed, and payments will be made on time. Lori Feller moved to approve, Karen Grizzle seconded, and the Treasurer's Report was approved by signature.

Other Business: None

Quarterly Reports:

Cheryl reported that financial expenditures are on pace for a positive year end balance. Rainy Day expenditures have been slow, but should be closer to the plan by year end. Construction spending has been slow due to slow deliveries, but should double by year end. Operating expenditures are running with a reserve of 7%.

Emily Ellis shared that the Evergreen report totals now tie more easily to our reports since Subject Savvy is complete. Computer usage has not exceeded a need for more than 12 computers since many people bring their own devices and just need a place to work.

September Reports:

Director's Report:

Cheryl Dobbs reported that it is insurance application time. She met with an IT consultant for assistance with the Cyber Crimes renewal questionnaire. She also had a very helpful meeting with a consulting engineer/forensics expert from CMTA to discuss continuing problems with the HVAC system. A new carpet cleaning company is being sought since the existing one has gone out of business.

Cheryl's "Hoo's Awesome" section took five pages to share 30 examples of staff Awesomeness!! Wonderful to see these heartwarming examples of why GPL is such an awesome place.

Development Board Report:

Ashley Ferrell shared that the Purse Bingo event finally happened on 9/29 after 18 months of rescheduling. And even in a landscape crowded with other recently held Purse Bingo events, the GPL Foundation raised \$9700! Much appreciation to Emily Ellis for calling BINGO, Lori Feller for assisting, and to the many Foundation Board members who volunteered to make the evening such a success. Also, thanks to the many vendors who provided enticing Raffle Baskets.

Winter Reading sponsorships have been requested from several vendors.

Ashley also mentioned enjoying the 2 day Leadership Johnson County opening retreat.

Department Reports: Department managers provided reports on their activities.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Tamara Russell". The signature is written in a cursive style with a large, prominent "T" and "R".

Tamara Russell
Secretary