

Greenwood Public Library
Board of Trustees Meeting
January 12, 2021 via Zoom (corrected)

Attendees: Lori Feller, Josh Jackson, Carmen Madsen, Tamara Russell, Lew Gregory, Karen Grizzle Cheryl Dobbs, Kevin Hoover, Lynn Johnson, Jane Weisenbach, Emily Ellis, Linda Messick, Karen Jewell, Janet Buckley

Call to Order: Lori Feller called the January 2021 meeting of the Greenwood Public Library Board of Trustees to order at 6:08 p.m.

Minutes of Previous Meeting:

Minutes were reviewed for both meetings held in December. Lew Gregory moved to approve the minutes, Carmen Madsen seconded, and the minutes of the December 8, 2020 regular meeting and the December 30, 2020 year end meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence:

Attorney's Update: None

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on January 7. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

A fund transfer and budget line corrections will be addressed by Resolutions to be presented to the Board during the January 12 meeting.

Cheryl has implemented DocuSign to enable electronic signing of documents while our Board meetings continue to be held virtually on Zoom. We will try this out at the January 12 meeting.

New Business:

#2021-01 Resolution for the Temporary Transfer of Funds

To meet expenditures, a temporary transfer of \$74,789.14 from the Operating Fund to the Debt Service Fund is necessary. The money borrowed will be returned to the Operating Fund by July 1, 2021. Lew Gregory made a motion to approve, Josh Jackson seconded, and the temporary transfer outlined above was approved by unanimous voice vote.

#2021-02 Resolution to Transfer Funds within a Major Category within the Library Operating Fund

To correct a few budget lines following the city uploading them with the wrong budget numbers, the following changes and fund transfers are required:

Budget line 432.5 will be renamed 431.5

Transfer \$183,128 from 432.5 to 431.4

Transfer \$40,000 from 431.3 to 432.5

Transfer \$2500 from 431.4 to 431.3

Carmen Madsen made a motion to approve, Karen Grizzle seconded, and the budget line number correction and transfers outline above were approved by unanimous voice vote.

Temporary Addendum to Employee Sick Leave Benefit

In response to managing COVID-19 health challenges, Cheryl Dobbs proposed continuing paid leave entitlements of up to two weeks of paid sick leave based on employee's regular rate of pay. The Board will evaluate this plan on a quarterly basis through the end of the public health crisis. Any Federal COVID-19 employee relief pay will supersede this plan.

Josh Jackson made a motion to approve, Tamara Russell seconded, and the temporary addendum to the employee sick leave benefit outlined above 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

End Year Reports:

Director's Report:

Cheryl Dobbs shared highlights of an amazing year of challenges and innovative responses in the face of continuing uncertainty and government mandates surrounding the COVID-19 pandemic. The six-week closing, virtual staff meetings, PPE, sanitizing, curbside delivery, social media outreach to patrons, video streaming, limited safe reopening, positive informative signage, virtual programming, and thousands of take-home kits to name just a few. Also, a very successful first-time experience of performing as a voting precinct.

Finances remained healthy through the year even though COVID responses required unbudgeted costly purchases. Future funding for capital improvements was addressed through the raising of a \$3.9M bond. Funds have been secured and the exciting design work is in process.

I would like to add appreciation for Cheryl's proactive email communications with the Board regarding her well-considered, phased, and flexible COVID response plans.

Development Report:

Jane Weisenbach noted that while all of the fundraisers had to be cancelled in 2020, late year mail and email campaign still yielded great results. Adding this to sponsor gifts and other reward programs, the Friends raised pledges of \$50.8K, of which they have so far received \$44.9K.

The Friends were still able to provide significant funding in 2020 for programs, exhibit hall, staff travel, and maker space programs. They also provided funding for the van and a special Teen program. A bank balance remains to start 2021 and many departments still have unused balances from 2020.

Jane officially retires on June 2, 2021. Interviewing for her replacement continues.

Department Reports: Department managers provided reports on their activities.

The reports were a delight to read and hear presentations about. They were heartfelt and positive about this incredibly challenging year. The department managers demonstrated creativity, flexibility and passion to continue to provide the best possible experiences for our patrons within the everchanging and unprecedented limitations. They focused on the silver-linings and found reasons to cheer. We are so lucky to have them all.

Adjournment: Lori Feller adjourned the meeting at 7:05 p.m.

Respectfully submitted,



Tamara Russell

Secretary