

Greenwood Public Library
Board of Trustees Meeting
February 8, 2022

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

Members attending electronically: Tamara Russell via Zoom

Members absent: Karen Grizzle

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

Attending electronically: None

Unavailable: Linda Messick

Call to Order: Lori Feller called the February 2022 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.

Minutes of Previous Meeting:

Minutes of the January meeting were reviewed. Josh Jackson moved to approve the minutes, Shan Rutherford seconded, and the minutes of the January 11, 2022 board meeting were approved by unanimous voice vote, with the abstention of Lew Gregory who did not attend the January meeting.

Old Business:

Board Correspondence: none

Attorney's Update: none

Finance Committee Report: Tamara Russell reported that the Finance Committee met on February 8, 2022, right before this Board meeting. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

The Dental line shows negative end January, but only because the fund is paid ahead.

Payroll is going well. There was a minor glitch with paid time off during the year end split week. The learning is to start new benefits the full week before year end.

Investments are in good shape. Money was transferred earlier today for construction related checks being signed tonight.

New Business:

Capital Asset Policy

Cheryl Dobbs shared that the Capital Asset Policy has been updated from the June 2021 version to further reflect guidance from the State Board of Accounts. Four separate inventories have been defined: furniture; book and collections; computer and other equipment; and building, infrastructure, and improvements. Responsibilities by staff role have been assigned to each. Valuation and depreciation methods were again reviewed and updated for current assets. Historical valuation methods for land, building, and improvements were determined and documented.

Carmen Madsen moved to approve the policy, Lew Gregory seconded, and the updated Capital Asset Policy was approved by unanimous voice vote.

Annual Report for the State Library

Once again, Emily Ellis has completed the Annual Report that is required each year by the State Library Association. Some of the challenges to this include the State not letting libraries know at the beginning of the year what they are going to want measured, it doesn't feel like the data they request collected reflects what our library actually does, and the Evergreen data always seems suspect regarding the activity of our cardholders. Nonetheless, it is completed and has been submitted by the March 1 due date.

Review of 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

January Reports:

Director's Report:

Highlights from Cheryl Dobb's report:

- Blueprint progress for 2021 was reviewed by the management team and strategies developed to move forward on 2022 objectives. This year the emphasis will be on engagement.
- Construction continues and late April is the new estimate for completion.
- Cheryl attended several Indiana State Library meetings regarding the New Evergreen Digital Consortium with Overdrive (which will include JCPL) and lobbying efforts around state bills that include censorship.
- Cheryl plans to schedule a special education session to be held 2/22 for Greenwood Library Trustee Board and Foundation Board members, along with an Indiana Library Federation senior executive, to provide us more information on the bills and their potential impact so we can confidently and consistently discuss with the community.

- Bidding process has begun for a new managed wireless system to be installed in July, to replace equipment no longer supported.
- Cheryl provided a library tour for Dr Terry Terhune, Greenwood Public Schools Superintendent. An initiative to make sure every Greenwood student has a library card when they register for school was discussed.


Development Board Report:

Ashley Ferrell reported that thank you letters and tax receipts have been sent out to the December donors. She is working on sponsorships and donation prizes for the 2022 Summer Reading programs, and planning for Purse Bingo that is likely to be held in September. Booked for an Evening may be held in July or August. A grant application for the NBA Trainers Association is being written.

Department Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 6:46 p.m.

Respectfully submitted,

DocuSigned by:

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Tamara Russell
Secretary

