

Greenwood Public Library
Board of Trustees Meeting
April 12, 2022

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

Members attending electronically: Tamara Russell via conference call

Members absent: Karen Grizzle

Other attendees: Cheryl Dobbs, Kevin Hoover, Lynn Johnson, Emily Ellis, Linda Messick, Karen Jewell, Mike Reuter, Stuart Godfrey

Attending electronically: None

Unavailable: Janet Buckley, Amber Parsons

Call to Order: Lori Feller called the April 2022 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m.

Josh Jackson led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting:

Minutes of the March meeting were reviewed. Josh Jackson moved to approve the minutes, Shan Rutherford seconded, and the minutes of the March 8, 2022 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 on April 12, 2022, just before the Trustee Board meeting. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

There was some discussion around the necessity of the monthly Cash Flow report. Lynn will research whether a quarterly version is available.

New Business:

Stuart Godfrey, KFM

Stuart Godfrey provided an update on the library renovation project with a new schedule from Driftwood. He is expecting substantial completion by the week of May 15. Last project is lighting in the lobby. Second floor shelving and carpeting are still in process.

There is an issue with not enough shelving ordered. The library provided the correct number of books, but the calculation used by the estimator was wrong or not properly applied. The library is currently in conversation with KLM regarding length of delay and financial responsibility.

Mike Reuter, Financial Advisor

Mike's projections for GPL's finances still look solid for the upcoming years. He noted that the state should make this year's Special Distribution announcement by May 1.

Mike Reuter shared that our library was fortunate in our timing for the bid process for the renovation. Some of his clients have actually had to post a second bond due to recent material and construction cost surges.

Community Relations Specialist, Job Description

Cheryl Dobbs presented a modification to the Community Relations Specialist job description changing it to a full-time position and increasing the emphasis on relationship building in keeping with the library's engagement strategy.

Carmen Madsen moved to approve, Josh Jackson seconded, and the modification to the Community Relations Specialist job description was approved.

Julia Reynolds will be starting in the newly defined position in June, following the resignation of Ashley Ferrell in March. Jane Weisenbach has graciously agreed to help out in the meantime to support the transition.

2022 Wage Scale, Minor Edit

Cheryl Dobbs shared a revised version of the 2022 Wage Scale that designates the Community Relations Specialist as a full-time position rather than a part-time position.

Carmen Madsen moved to approve, Lew Gregory seconded, and the revised version of the 2022 Wage Scale was approved by signature.

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, Josh Jackson seconded, and the Treasurer's Report was approved by signature.

Other Business: None

March Reports:

Director's Report:

Cheryl Dobbs reported that the long-awaited powered book bike was finally delivered! Providentially, assembly was able to be supported in house by Anna and Ben Roberts. First use will be outreach on April 30th.

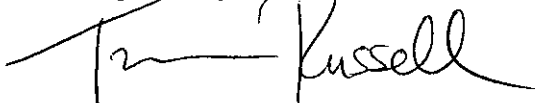
Cheryl presented the annual report to Greenwood City Council along with Josh Jackson, their board appointee. Cheryl and Josh were able to bring them custom made Greenwood logo coasters and 3D printed bookmarks. Cheryl encouraged all board members to schedule meetings with our appointing bodies. Annual reports are printed for us to use.

Q1 financials are good with all budget categories spending conservatively with at least a 5% cushion. All change order expenses are expected to be handled within the Construction Funds. Final payment on the project will be withheld until all work is satisfactorily completed.

Reports: Department managers provided reports on their activities.

Adjournment: Lori Feller adjourned the meeting at 7:31 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Tamara Russell". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Tamara Russell
Secretary