

Greenwood Public Library  
Board of Trustees Meeting  
November 8, 2022

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

Members attending electronically: None

Members absent:

Other attendees: Cheryl Dobbs, Kevin Hoover, Lynn Johnson, Janet Buckley, Linda Messick, Amber Parsons, Julia Reynolds

Attending electronically: None

Unavailable: Emily Ellis, Karen Jewell

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

Carmen Madsen led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting:

Minutes of the October meeting were reviewed. Lew Gregory moved to approve the minutes, Josh Jackson seconded, and the minutes of the October 11, 2022 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: The Greenwood Redevelopment Commission sent notice of a public hearing to be held November 15 to Board Member home addresses. The hearing will discuss amendments to the Eastside Economic Development Area.

Attorney's Update: None

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

Financial reports have been rerun and updated again to Gateway due to an error noted in appropriation posting. New reports were handed out to Finance Committee members. The root cause was Amazon's stoppage of detailed credit card reports. A new system was set up internally to identify each charge and its budget line, but did not fully post as intended. The total credit card charges were posted, but there were some minor miss-postings, some within budget accounts and some between accounts, such as Gifts versus Operating. The values affected were not material, less than 1% of the budget.

The 2022 reports have been corrected to include a line for encumbered funds from 2021. Mike Reuter is not concerned about this change.

Regarding the project to replace the security cameras, it has only been possible to secure two quotes, though the size of the project would normally require three. Quotes have been secured from Spangle Tech \$44,487 and Koorsen \$60,467. Inquiries were made with others, but no other company wanted to quote or just wanted to requote someone else's quotes. Cheryl is recommending Spangle Tech for their lower cost and the quality and work ethic of Zach who did the bid, presented it, and met again with management to assure it met their criteria. The finance committee was informed that Zach is related to Lynn Johnson, but in this position would be answering to Emily, not Lynn. The committee was comfortable with going forward with Spangle Tech since documentation exists regarding the attempts to secure more bids.

#### 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 Madson moved to approve, Tamara Russell seconded, and the Treasurer's Report was approved by signature.

#### New Business:

##### Policy Review

Cheryl Dobbs shared that annual reviews were conducted on the following policies as required. Only the weapons policy had a change, now citing the new statute allowing concealed carry without a permit.

Alcohol Policy

Internet Acceptable Use Policy

Personal Property Policy

Photograph/Media Policy

Service Animals in the Library Policy

Volunteer Policy

Weapons Policy

Lew Gregory moved to approve, Carmen Madsen seconded, and the seven policies listed above were approved by unanimous voice vote.

#### October Reports:

##### Director's Report

The Come for the Cake event drew 220 attendees and most chose to take the library tour. Foundation volunteers served up cakes donated and wonderfully decorated by eight local bakeries.

Endcaps are finally on most of the book shelves. Construction is still not completed, but beginning to feel really close.

The opening of Greenwood Community youth sports at the nearby fieldhouse has put extreme pressure on parking for the library. This began November 1 with no notice given to the library. The fieldhouse does not have any of their own parking and may not for a couple years. Cheryl is exploring options to protect parking for library patrons and program attendees.

Community Relations Specialist's Report

Julia Reynolds also reported on the major success of the Come for the Cake event. This month she attended lunch with the governor and a ribbon cutting with the mayor.

The end of the year giving campaign has been branded Literacy Changes Lives. Valerie has created a lovely logo for it. Letters have been sent out and a social media campaign begun.

Reports: Department managers provided reports on their activities.

Other Business: None

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Tamara Russell". The signature is written in black ink and is positioned above the printed name and title.

Tamara Russell  
Secretary

