

Greenwood Public Library
Board of Trustees Meeting
December 13, 2022

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

Members attending electronically: None

Members absent: Tamara Russell

Other attendees: Cheryl Dobbs, Lynn Johnson, Janet Buckley, Emily Ellis, Karen Jewell, Linda Messick, Amber Parsons

Attending electronically: None

Unavailable: Kevin Hoover, Julia Reynolds

Call to Order: Lori Feller called the December 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 November meeting were reviewed. Lew Gregory moved to approve the minutes, Josh Jackson seconded, and the minutes of the November 8, 2022 board meeting were approved by unanimous voice vote.

Old Business:

Board Correspondence: None

Attorney's Update: None

Finance Committee Report:

Carmen Madsen reported that the Finance Committee met on December 8, 2022. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

Cheryl Dobbs shared details of several salary related items that will be presented to the full board during this board meeting.

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, Shan Rutherford seconded, and the Treasurer's Report was approved by signature.

New Business:

Nomination and Election of Officers 2023

Carmen Madsen nominated Tamara Russell for Secretary.

Josh Jackson nominated Carmen Madsen for Treasurer.

Carmen Madsen nominated Josh Jackson for Vice President.

Shan Rutherford nominated Lori Feller for President.

Tamara Russell was elected Secretary by unanimous voice vote.

Carmen Madsen was elected Treasury by unanimous voice vote.

Josh Jackson was elected Vice President by unanimous voice vote.

Lori Feller was elected President by unanimous voice vote.

2022 Review of Code of By-Laws of Greenwood Public Library

A review was made by the Finance Committee and presented to the full Board. Three points received further discussion during the Board meeting.

The only standing committee listed now is the Finance Committee. Any other committees required will fall under the Finance Committee.

The by-law indicating dates of board meetings has been confirmed as the second Tuesday of the month.

The nepotism by-law was reviewed and confirmed. The view of the Board is that the Board directly oversees the Director, but does not directly oversee the Assistant Director or any other staff member.

Josh Jackson moved to acknowledge the review and approve the proposed changes to the by-laws, Carmen Madsen seconded, and the review and change to the by-laws was approved by unanimous voice vote.

Resolution 22-04 Yearly Certification of Internal Controls Compliance

The State Board of Accounts clarified a requirement that all staff and board members certify completion of training on Internal Control Standards and Procedures. Board members had the opportunity to view the training at 5:30pm, December 13th, prior to this Board meeting.

Carmen Madsen moved to approve that the board and library staff have been trained on internal controls and that the Board reviewed staff completion of training, Shan Rutherford seconded, and Resolution 22-04 for Yearly Certification of Internal Controls Compliance was approved by unanimous voice vote and signature.

Resolution 22-05 to Establish the 2023 Non-Resident Card Fee

This resolution meets the requirement that the non-resident card fee must be established each year based on the taxing district.

Josh Jackson made a motion to approve the 2023 Non Resident Fee at \$70 for an individual non-resident card, Carmen Madsen seconded, and the new fee was approved by unanimous voice vote and signature.

Resolution 22-06 to Transfer Funds to the Rainy Day Fund

Cheryl Dobbs presented a resolution (done annually) to transfer \$150,000 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.

Shan Rutherford made a motion to approve the transfer of \$150,000 to the Rainy Day Fund, Lew Gregory seconded it, and the motion was approved by unanimous voice vote and signature.

Public Comment Policy

Cheryl Dobbs noted that this Board has not received much comment from the public, but it has been recommended that we be prepared should that change. Cheryl reviewed rules and procedures for public comment to board members that she reviewed with Kevin Hoover prior to this meeting. Lew Gregory brought up physical limitations of meeting space and suggested adding to the policy to move meetings to larger spaces to accommodate extra people. The Board agreed to add this amendment.

Lew Gregory moved to adopt the Public Comment Policy with the above mentioned amendment, Josh Jackson seconded, and the Public Policy amendment was approved by unanimous voice vote.

2023 Salary Package:

Total Compensation Packets

Cheryl Dobbs provided samples of newly designed total compensation sheets individualized for each employee.

Wage Scale 2023 and Payroll Dates

Cheryl Dobbs provided the 2023 wage scale and payroll dates.

22-03 Resolution to Amend the Salary Resolution

Cheryl Dobbs presented a plan to provide a year end stipend for all staff. Guidelines have been defined to make this sustainable, utilizing excess funds from the Personal Services budget. The stipend is not guaranteed, but based on remaining funds at year end.

Shan Rutherford moved to approve the 2023 Salary Package including the total compensation packets, the wage scale and payroll dates, and Resolution 22-03 regarding the yearend stipend, Josh Jackson seconded, and the 2023 Salary Package including Resolution 22-03 was approved by unanimous voice vote and signature.

November Reports:

Director's Report

Cheryl Dobbs reported that a new employee has been hired to begin soon. The 5 year objectives for the 5 year Blueprint were reviewed and Cheryl noted with pride how they guided the last 5 years. Results from the final year will inform the new 3 year plan to be created in 2023. Permanent barricades have been ordered for the parking lot that fire departments will be able to collapse if needed.

Community Relations Specialist's Report

Cheryl Dobbs reported for Julia Reynolds that during the month of November Julia attended community meetings, provided assistance with the cookie giveaway to thank patrons for their patience during construction, and found a restaurant for the Well Red book club to host their meetings.

Department Reports: Department managers provided reports on their activities.

Other Business:


Reminder: The final Board of Trustees meeting for 2022 will be held December 30, 2022 at 3pm.

Public Comment

No public comments were made.

Adjournment: Lori Feller adjourned the meeting at 7:08 p.m.

Respectfully submitted,

DocuSigned by:

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for Tamara Russell, Secretary