

Greenwood Public Library  
Board of Trustees Meeting  
February 14, 2023

Members attending in person: Lori Feller, Carmen Madsen, Shan Rutherford, Nathan Ellis

Members attending electronically: Tamara Russell by conference call

Members absent: Lew Gregory, Josh Jackson

Other attendees: Cheryl Dobbs, Janet Buckley, Donna Ciriello, Emily Ellis, Karen Jewell, Lynn Johnson, Linda Messick, Julia Reynolds

Attending electronically: None

Unavailable: Kevin Hoover

Call to Order: Lori Feller called the February 2023 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m.

Nathan Ellis led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting:

Minutes of the January meeting were reviewed. Carmen Madsen moved to approve the minutes, Shan Rutherford seconded, and the minutes of the January 10, 2023 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 February 9, 2023. All fund accounts were not yet in balance due to Lake City making deposits to incorrect GPL accounts. Corrections have been made but cannot be backdated, so the end of January will still look out of balance. Accounts are now in balance in February. An auditor's note will be created to explain the situation for future reviews. To prevent Lake City making this error in the future, an additional checking account will be set up with them.

Carmen Madsen signed off on all bank balances.

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, Lori Feller seconded, and the Treasurer's Report was approved by signature.

#### New Business:

##### State Library Annual Report

Emily created the State Library Report for the statistics being asked for this year. As in years past, the main challenge is Evergreen data not matching the library's collected data, including registration. After repeated attempts to resolve, Evergreen has finally admitted there was a problem with their data and their new report is much better.

The Evergreen data is held on a server downtown. Much of the data in their database is bad so reports written on it are bad. Old data is not cleaned up, even on library card numbers. Emily is now asking for a monthly report so GPL can compare their numbers to our library actuals closer to real time.

Collection numbers were pretty close, though still tricky as the language changes from time to time. Emily now tweaking our dashboard to match what they need. Unfortunately, it doesn't match the more innovative things that GPL does. This is disheartening since this is the comparative information that is published and it doesn't allow GPL to show our best self.

Shan Rutherford moved to approve the report, Nathan Ellis seconded, and the State Library Annual Report was approved by signature.

#### January Reports:

##### Director's Report

A staffing switch was made that was prompted by, and fortuitous to, both parties. Amber Parsons head of reference, changed jobs with Donna Cirellio reference librarian. Amber prefers to be a reference librarian and focus on The Studio. Donna has the skilled background for the position and is enthusiastic about the change.

Cheryl reported that she is half way through the annual financial report. Construction has been kick started following the holiday break. They are still working through a pages long punch list. Shelf leveling has finally begun. Electrical will be last, including outside lights.

An all staff meeting was held two Fridays ago. Changing to MS Teams has been an in-depth progress, requiring building all the teams and channels and forms. Emily has been instrumental in accomplishing this.

##### Community Relations Specialist's Report

Donor wall panels were updated. The final results of the Literacy Changes Lives fund drive was almost \$15K. This year Julia is focusing on planned tours, two per month, through targeted invitations. The effort is being branded Hello Neighbor, and initially directed towards Old Town Greenwood businesses.

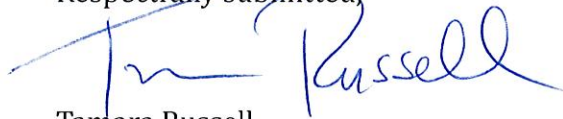
Reports: Department managers provided reports on their activities.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 6:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tamara Russell". The signature is written in a cursive style with a large, stylized initial "T" and "R".

Tamara Russell

Secretary

