

Greenwood Public Library
Board of Trustees Meeting
July 11, 2023

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

Members attending electronically: None

Members absent: None

Other attendees: Cheryl Dobbs, Kevin Hoover, Emily Ellis, Donna Ciriello, Julia Reynolds, Anna Roberts

Attending electronically: None

Unavailable: Karen Jewell, Lynn Johnson, Linda Messick

Call to Order: Lori Feller called the July 2023 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 June meeting were reviewed. Josh Jackson moved to approve the minutes, Carmen Madsen seconded, and the minutes of the June 13, 2023 board meeting were approved by unanimous voice vote

Old Business:

Board Correspondence: Cheryl reported receipt of a letter from SBOA that the library was in compliance with all applicable standards.

Attorney's Update: None

Finance Committee Report: Tamara Russell reported that the Finance Committee met on July 6, 2023. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

Lynn confirmed surviving the PERF (Public Employment Retirement Fund) audit that had been made challenging by the need for historic hiring information for two recent retirees. This information had not been carefully recorded by the previous management team.

The Indiana Department of Revenue is erroneously demanding payment for a payment that the library has already sent. Even though the Department of Revenue's posting error has been pointed out and acknowledged, the erroneous demand pops up again. Lynn continues to try to sort this out with them.

The post audit review two years ago is making collection of information for this year's SBOA audit less onerous, as it was recommended that real time uploading of documents that would eventually be needed would make the task easier. Aimee has been doing this ever since.

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:

2024 Wage Scale

Cheryl Dobbs presented her proposal for all staff wage scales for 2024. Tamara Russell moved to approve, Josh Jackson seconded, and the 2024 Wage Scale was approved by unanimous voice vote.

Budget Calendar

Cheryl Dobbs shared the calendar of presentations and approvals for the 2024 budget approval process. She reminded the board that a quorum is required for the September and October meetings.

Quarterly Reports

The 2nd quarter operation reports were presented by Emily Ellis, and financial reports were presented by Cheryl Dobbs.

Circulation numbers continue up for print and eResources. The downturn in nonprint is expected as fewer DVD and audiobooks are being published in favor of online and streaming options. All other metrics are up over Q1'23, except for Tween events and attendance.

Financial numbers are on track, currently 4-5% below budget, but inflation is driving some expenses up as will several staff changes.

June Reports:

Director's Report

Cheryl announced a couple recent personnel changes that will impact the Adult Services department. Multiple departments are filling in as interviews commence. Cheryl is also taking this opportunity to meet with all staff members to get feedback on job satisfaction and stress levels.

Management toured Endress Houser. Two potential artists in residence were met with. Early survey results were assessed. Responses will be shared with the board once the survey is complete. Parking lot lights were installed.

Community Relations Specialist's Report

Julia reported on a busy month that included involvement in outreach events held at three apartment complexes, many programs, kick offs, meetings and planning sessions.

Coming events:

7/12 Hello Neighbor

7/20 Children's Museum Program

8/9 End of Summer Otte Party (11 of 18 sponsors committed)

8/17 Booked for the Evening

9/13 Purse Bingo (13 of 20 sponsors committed)

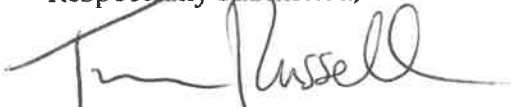
Reports: Department managers provided reports on their activities.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 6:59 p.m.

Respectfully submitted,

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

Tamara Russell

Secretary

