

Greenwood Public Library
Board of Trustees Meeting
October 10, 2023

Pre meeting Special Recognition for Lori Feller

Lori Feller was recognized by the Modern Woodman organization as a Hometown Hero recipient and was presented with a certificate by a member of that organization. She was nominated by Cheryl Dobbs, Julia Reynolds, Emily Ellis, and Lynn Johnson for her outstanding contributions to our community.

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

Members attending electronically: None

Members absent: None

Other attendees: Cheryl Dobbs, Lynn Johnson, Kevin Hoover, Mike Reuter, Emily Ellis, Donna Ciriello, Julia Reynolds, Anna Roberts, Linda Messick, Valerie Holbrook

Attending electronically: None

Unavailable: Karen Jewell

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

Kevin Hoover led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting:

Minutes of the September meeting were reviewed. Shan Rutherford moved to approve the corrected minutes, Josh Jackson seconded, and the corrected minutes of the September 12, 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 October 5, 2023. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

Lynn Johnson shared a situation where a \$400 Visa gift card had been purchased by the library as a recognition gift, but when the recipient went to use it, they were told it had already been depleted of its funds. The card was purchased at a Kroger store and was a

product of the Blackhawk Bank. After much research and intervention, Lynn was able to recover the funds. Apparently, this is a common scam, especially with this particular Visa card provider.

New Business:

Mike Reuter -Financial Forecast

Mike Reuter, Financial Adviser, presented an update to the Fiscal Plan. The forecast through 2026 remains favorable. Mike explained how our library qualifies for a growth factor appeal this year.

Excess Levy Appeal Petition

Following the recommendation of our financial advisor Mike Reuter and discussion with director Cheryl Dobbs and the Board, agreement was reached to proceed with an appeal for an increase above the maximum levy for our 2024 Budget.

Shan Rutherford moved to approve, Nate Ellis seconded, and the form to initiate the appeal was signed, attested, and certified.

2024 Budget Adoption

Cheryl Dobbs shared the official form for Ordinance or Resolution for Appropriations and Tax Rates which summarizes the 2024 budget appropriations by fund code and name, tax levy, and tax rate.

Tamara Russell moved to approve, Lew Gregory seconded, and the Appropriations and Tax Rates for Budget Year 2024 were approved by signature.

Wage Scale amendment

Cheryl Dobbs identified exemption status changes made to a few of the staff positions on the 2024 Wage Scale that was previously approved on July 11, 2023.

Josh Jackson moved to approve, Tamara Russell seconded, and the updated 2024 wage Scale was approved by unanimous voice vote and signature.

Employee Handbook

Cheryl Dobbs shared modifications made to the Employee Handbook. In addition to minor changes, clarifications, and an updated onboarding process, the document was moved to Niche Academy where it can be accessed and read by staff online. This training software platform includes quizzes and a printed certificate of successful completion.

Carmen Madsen moved to approve, Lew Gregory seconded, and the updated Employee Handbook was approved by unanimous voice vote.

Trustee Roster and Term History

Cheryl handed out a Trustee Roster and Term History for the Board's information and to assure all was correct. Good news was shared that the three trustees with terms ending in 2023 all wish to return for an additional term.

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, Tamara Russell seconded, and the Treasurer's Report was approved by signature.

3rd Quarter Reports

Financial Report

Cheryl Dobbs confirmed that the budget remains on track for the year. Some categories show increases, but overall, the major categories are in line and expected to remain so. The year will end with a positive cash balance. Construction project work continues, hopefully to be completed and paid by year end.

Activities Report

Emily Ellis reported increased circulation in all collections; increases in visits and cards, computers and services, and most programs and outreach. The decrease in teen activity attendance has been a continuing trend which staff hope to reverse.

September Reports:

Director's Report

Cheryl reported that a quarterly staff meeting was held reviewing the 5-year strategic plan and celebrating all that they've accomplished together. Recent surveys and interviews reinforce that the main goal of the library should remain "Reading."

Transit issues remain a frustrating bottleneck with no apparent end in sight. The state has changed back to the original courier service, who now is struggling with the volume and backorders. Though out of our library's control, this is causing frustration to our patrons and reflects badly on our customer service.

Community Relations Specialist's Report

Julia Reynolds reported on several events recently held:

Purse Bingo went very well with 220 attendees and \$10,500 earned.

Come for the Cake was great fun, but down in attendance over last year, 149 vs 220. Many tours were conducted and wonderful donated cakes were enjoyed from 7 bakeries.

Library logo merchandise has been produced on the GlowForge and is now being sold.

Hello Neighborhood continues monthly with a couple new businesses arriving each meeting.

Greenwood High School Quest students were amazed by the library on their tour.

And after only 1½ years of membership, Julia is now the Rotary Club President-Elect.

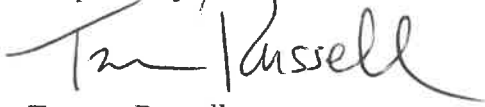
Reports: Department managers provided reports on their activities.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 7:30 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 initial "T" and "R".

Tamara Russell

Secretary