

Greenwood Public Library
Board of Trustees Meeting
December 12, 2023

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

Members attending electronically: None

Members absent: Lew Gregory, Josh Jackson

Other attendees: Cheryl Dobbs, Kevin Hoover, Emily Ellis, Karen Jewell, Lynn Johnson, Julia Reynolds

Attending electronically: None

Unavailable: Donna Ciriello, Anna Roberts, Linda Messick, Jessica Smith

Call to Order: Lori Feller called the December 2023 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 November meeting were reviewed. Carmen Madsen moved to approve the minutes, Nate Ellis seconded, and the minutes of the November 14, 2023 board meeting were approved by unanimous voice vote

Old Business:

Board Correspondence:

The State of Indiana Department of Local Government Finance replied on November 29, 2023 that Greenwood Public Library's excess levy appeal is denied.

Cheryl Dobbs shared Mike Reuter's comments that mathematically we qualified, but that the approval is subjective. He admitted this is a disappointing outcome, but one that we can accommodate through careful spending.

Attorney's Update: None

Finance Committee Report: Tamara Russell reported that the Finance Committee met on December 7, 2023. All fund accounts were in balance. Carmen Madsen signed off on all bank balances.

New Business:

Election of Officers

Lori Feller called for the election of the slate of officers for 2024 that were nominated at the November Board meeting. The board voted unanimously to approve the slate and elect the officers below to the Greenwood Public Library Board of Trustees for 2024.

Treasurer - Carmen Madsen
Secretary - Tamara Russell
Vice President - Josh Jackson
President - Lori Feller

Resolution 23-4 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. The fee for 2024 is proposed to be \$70, same as 2023.

Tamara Russell made a motion to approve the fee, Shan Rutherford seconded, and the 2024 Non Resident Fee for an individual non-resident card was approved at \$70 by unanimous voice vote and signature.

Criminal History Policy

The BMV was added as a check for employment review, as advised by our new insurance company.

Carmen Madsen made a motion to approve the addition, Nate Ellis seconded, and the updated Criminal History Policy was approved by unanimous voice vote.

Reservable Spaces Policy

A distinction was added for use of the Recording Studio and Maker Space. Patrons will now be required to have either a resident, reciprocal, or PLAC library card. Alternatively, a punch card for up to 5 day passes will be available for purchase for \$25.

Also, a "Mtg Room Appropriate Use Agreement" has been created to confirm patron requests for all meeting rooms.

Tamara Russell made a motion to approve the addition, Carmen Madsen seconded, and the updated Reservable Spaces Policy was approved by unanimous voice vote.

Library Vehicle Policy

A new policy governing staff while driving the library van was created at the request of our new insurance company.

In addition, a Staff Driver Compliance document must be signed by any staff member prior to driving.

Carmen Madsen made a motion to approve the addition, Nate Ellis seconded, and the updated Library Vehicle Policy was approved by unanimous voice vote.

Patron Behavior Policy

Two new sections were added to the policy regarding rules for canvassing and political electioneering.

Tamara Russell made a motion to approve the addition, Nate Ellis seconded, and the updated Patron Behavior Policy was approved by unanimous voice vote.

Employee Policy (handbook)

Cheryl Dobbs proposed changes to the processing of exiting and retiring staff members. A Library Exit Form has been created that will document specifics to the departure, including last date of employment and exit interview, PTO remaining, PTO to be paid, final payment date, return of library property, etc, and signatures of the employee, supervisor, and director.

Another change is that any PTO to be paid will be included in the final paycheck.

Shan Rutherford moved to approve the changes, Tamara Russell seconded, and the changes to the Employee Policy (handbook) were approved by unanimous voice vote.

Year-end Stipend

In 2022, a year-end stipend opportunity was developed with guidelines to utilize excess funds from the Personal Services budget, if available. The stipend is not guaranteed, but based on remaining funds at year end.

Cheryl Dobbs demonstrated that for 2023, year end funds exist and she proposed a payout.

Carmen Madsen made a motion to approve the proposed year-end stipend, Shan Rutherford seconded, and the year-end stipend payout for 2023 was approved.

Resolution 23-5 Internal Controls

Cheryl Dobbs presented to the Board proof of completion of staff training on Internal Control Standards and Procedures as required by The State Board of Accounts.

Shan Rutherford moved to certify that library staff have been trained on internal controls, Nate Ellis seconded, and Resolution 23-05 for Yearly Certification of Internal Controls Compliance was approved by unanimous voice vote and signature.

End of Year Meeting

The annual end of year Board meeting is scheduled for 11am on Friday, December 29.

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, Nate Ellis seconded, and the Treasurer's Report was approved by signature.

November Reports:

Director's Report

Cheryl Dobbs reported that she learned in October that our liability insurance was not renewing. The best quote for a replacement has come with a 54% increase. Luckily this line item was budgeted high for 2024. Cheryl has moved the renewal date to Aug 1 every year to assist the budgeting process.

Evergreen Transit continues to struggle. Estimated value of GPL books missing is \$37K, going back to June.

Better instructions have been created on hiring for Hiring Managers. Also staff-wide instructions have been created on common janitorial and building maintenance issues.

Community Relations Specialist's Report

Julia Reynolds shared that the End of Year Giving Campaign is gearing up, continuing with the "Literacy Changes Lives" theme. By end of November, we have already reached over \$11,500.

The Foundation Board has approved the 2024 Budget and GPL's financial request

Reports: Department managers provided reports on their activities.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Tamara Russell

Secretary