

Greenwood Public Library  
Board of Trustees Meeting  
October 8, 2024

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

Members attending electronically: None

Members absent: Lew Gregory

Other attendees: Cheryl Dobbs, Emily Ellis, Lynn Johnson, Karen Jewell,  
Linda Messick, Anna Roberts, Kevin Hoover

Attending electronically: None

Unavailable: Donna Ciriello, Julia Reynolds

Call to Order: Lori Feller called the October 2024 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m.

Pledge of Allegiance and Invocation

Josh Jackson led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

## **OLD BUSINESS**

Minutes of Previous Meeting:

Minutes of the August meeting were reviewed.

Josh Jackson moved to approve the minutes, Carmen Madsen seconded, and the board minutes of the September 10, 2024 meeting (and corrected minutes of the September 10, 2024 Finance Committee meeting) were approved by unanimous voice vote.

Board Correspondence: None

## **FINANCE**

Finance Committee Report: Tamara Russell reported that the Finance Committee met on October 8, 2024, just before this board meeting. Lynn Johnson reported that all accounts are balanced. Carmen Madsen signed off on all bank balances.

Cheryl reported that following repeated poor performance, the library is releasing City Wide Cleaning from their contract. They are instead going to hire two maintenance personnel directly, starting Monday.

Lynn reported she has a new “trainee”, as Cheryl has been observing some of Lynn’s processes like learning the details about the tasks required for payroll, quarterly reports, and bank balancing.

#### 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.

### **NEW BUSINESS**

#### Mike Reuter -Financial Forecast

Mike Reuter, Financial Adviser, presented an update to the Fiscal Plan.

As discussed in Mike’s presentation on April 9, 2024, not having our growth appeal approved last fall continues to put pressure on our funding, and therefore on our available spending. The library qualifies again for the growth factor appeal in 2025.

#### 2025 Levy Appeal

Mike Reuter’s projections confirm the recommendation to appeal the 2025 levy. This must be applied for by October 21, 2024.

An accompanying letter from the mayor showing his endorsement would help our case. Kevin Hoover and Shan Rutherford will reach out to Mayor Meyers.

#### Resolution 24-05 Resolution for Blanket Appropriation Modification

Lori Feller read out loud Resolution 24-05 that grants authority to the Library Director to modify appropriations in the 2024 and/or 2025 Budgets as necessary in response to receipt of the 1782 Notice for Budget year 2025 from the Indiana Department of Local Government Finance. By statute this should be no later than December 31, 2024. The Library Board will be updated on any modifications at the first public Board meeting following receipt of the 1782 Notice.

Shan Rutherford moved to approve, Josh Jackson seconded, and the Blanket Resolution to Reduce Appropriations were approved by signature.

#### Resolution 24-06 2025 Budget Adoption

Cheryl Dobbs shared the official form for Ordinance or Resolution for Appropriations and Tax Rates which summarizes the 2025 budget appropriations by fund code and name, tax levy, and tax rate. There have been no changes since previously presented.

Carmen Madsen moved to approve, Nate Ellis seconded, and the Appropriations and Tax Rates for Budget Year 2025 were approved by signature.

## MONTHLY REPORTS

Attorney's Update: None

Director's Report:

Fourth Quarter Forecast

Cheryl Dobbs shared that spending has been strategically conservative so far this year out of concern for cash flow. She is continuing to make careful use of the Rainy Day fund to supplement the operating fund as a result of losing the appeal last year. Hiring of extra staff has also been held off, but an exception will be made to add the new custodians on payroll this month.

At the quarterly staff meeting, staff discussed their experiences visiting other libraries as patrons. They also discussed expanding the "Heads Up" culture to Heads Up 2.0, focusing on sensitivity to patron and co-worker hidden struggles.

Asst Director's Report:

Third Quarter Report

Emily Ellis presented the quarterly metrics report demonstrating trends positively continuing as expected. An exciting result is the steady increase in library card applications.

Highlights from Department Reports:

Purse Bingo was a resounding success! 235 attendees, \$4400 in sponsorships, for a total profit of \$11,500.

Anne Guthrie's First Literacy Parent Training was a hit.


Fable creatively celebrated National Fox Day on September 17, and was the star of the 1000 Books Before Kindergarten celebration.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 7:10p.m.

Respectfully submitted,

  
Tamara Russell

Secretary

