

Greenwood Public Library  
Board of Trustees Meeting  
November 12, 2024

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

Members attending electronically: None

Members absent: None

Other attendees: Cheryl Dobbs, Donna Ciriello, Emily Ellis, Lynn Johnson, Karen Jewell,

Attending electronically: None

Unavailable: Linda Messick, Julia Reynolds, Anna Roberts, Kevin Hoover

Call to Order: Lori Feller called the November 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 October meeting were reviewed.

Shan Rutherford moved to approve the minutes, Josh Jackson seconded, and the minutes of the October 8, 2024 meeting were approved by unanimous voice vote.

#### Board Correspondence:

- Cheryl reported that the DLGF wrote with questions regarding our appeal. Cheryl said these have been answered.
- Board members received a letter from Greg Wright, Jr, City of Greenwood Controller, notifying us that the Greenwood Redevelopment Commission is making a required presentation of the Tax Increment Financing Financial Plan at their regular meeting being held on November 12, 4:30pm at the Greenwood City Building. They are offering to share this presentation at one of our board meetings, either by web conference in person.

### **FINANCE**

Finance Committee Report: Tamara Russell reported that the Finance Committee met on October 8, 2024, just before the Board of Trustees meeting. Lynn Johnson reported that all accounts are balanced. 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, Tamara Russell seconded, and the Treasurer's Report was approved by signature.

### **NEW BUSINESS**

#### Officer Nominations

Lori Feller called for nominations for Board positions in 2024.

Carmen Madsen nominated Tamara Russell for Secretary. Shan Rutherford seconded.

Tamara Russell nominated Carmen Madsen for Treasurer. Nate Ellis seconded.

Shan Rutherford nominated Josh Jackson for Vice President. Carmen Madsen seconded.

Josh Jackson nominated Lori Feller for President. Nate Ellis seconded.

Elections will be held at the December board meeting.

#### 2025 Holidays

Cheryl Dobbs shared the list of dates for library holiday closings proposed for 2025.

Josh Jackson moved to approve, Shan Rutherford seconded, and the library 2025 holiday closing dates were approved by signature.

#### 2025 Board Meetings

Cheryl Dobbs confirmed that the trustee board meetings will continue to be held on the second Tuesday of each month.

#### 2025 Pay Periods

Cheryl Dobbs reported that the Pay Period schedules have been prepared for 2025.

#### 2024 Year End Board Meeting

Agreement was reached to hold the 2024 year end board meeting on December 31 at 2pm. A quorum of four members will be available to attend.

### **MONTHLY REPORTS**

Attorney's Update: None

Executive Director's Report:

The long awaited and highly anticipated Readers Weekend was a huge success! Emily's hard work, creativity, strategy, and organization skills resulted in delighted participants and happy volunteers and staffers.

Election activities through the month gratefully went smoothly and efficiently. There were plenty of voting machines and volunteers. Signage worked well and the photo booth was enjoyed. A record number of new cards were applied for and renewed as people came through. Closing the library on Election Day itself was the right thing to do for managing voters and parking.

The appeal packet for the DLGF was prepared and their additional questions (the same asked several times) have been answered.

Our approved budget was adopted and submitted.

Cheryl is working on renewal of the liability and health insurance policies, met with contractors for assistance in pricing and assessing the needs of the building, and prepared her presentation for the budget request of \$60,000 to the Foundation Board.

Assistant Director's Report:

Emily shared her wrap up report for the Readers Weekend. Expenditures came in as expected, so budget was not exceeded. Large number of attendees for all activities, especially the Sunday evening author talk. Eight community partners assisted. Attendees gave high ratings regarding the evidence of exceptional planning and detail. A few learnings were collected for next time. All in all, a great success!

Highlights from Department Reports:

Staff from all departments helped to prepare for and volunteer for the Readers Retreat. Guest author Ashley Poston loved the mini golf themed for one of her books set up by the Adult Services Dept. Julia Reynolds reported being thrilled to interview the two authors for their presentations. The Kids Dept enjoyed a month with penguin activities and Halloween themes.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 6:41p.m.

Respectfully submitted,

  
Tamara Russell

Secretary