

Greenwood Public Library  
Board of Trustees Meeting  
December 10, 2024, 5:30pm

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

Members attending electronically: None

Members absent: Lew Gregory, Shan Rutherford

Other attendees: Cheryl Dobbs, Lynn Johnson, Kevin Hoover

Attending electronically: None

Unavailable: Donna Ciriello, Emily Ellis, Karen Jewell, Linda Messick, Julia Reynolds, Anna Roberts

Call to Order: Lori Feller called the December 2024 meeting of the Greenwood Public Library Board of Trustees to order at 5:30 p.m.

Pledge of Allegiance and Invocation

Nate Ellis led the Pledge of Allegiance and Kevin Hoover conducted the invocation.

**OLD BUSINESS**

Minutes of Previous Meeting:

Minutes of the November meeting were reviewed.

Josh Jackson moved to approve the minutes, Carmen Madsen seconded, and the minutes of the November 12, 2024 meeting were approved by unanimous voice vote.

Board Correspondence:

- 1782 Notice  
Cheryl Dobbs reported that the response was good and no changes were requested.
- 2024/2025 Levy Appeal Response  
Cheryl Dobbs reported that the 2025 Levy Appeal was approved. The 2024 appeal was not approved.

Election of Officers:

Nat Ellis moved to approve the slate of officers nominated at the November meeting,

Carmen Madsen, Secretary

Tamara Russell, Treasurer

Shan Rutherford, Vice President

Lori Feller, President

Josh Jackson seconded, and the 2025 Board of Trustees officers were approved by unanimous voice vote.

## **FINANCE**

Finance Committee Report: Tamara Russell reported that the Finance Committee met on December 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. Lori Feller suggested adding an Internal Control Checklist to insure due diligence for reviewing checks before signing. Lori will compose the list and have added to the check folder.

### 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**

### Resolution 24-07 2025 Non-Resident Card Fee

Lori Feller read the resolution that requires an annual establishment of the non-resident card fee. Tamara Russell moved to approve, Nate Ellis seconded, and the 2025 Non-Resident Card Fee was approved by signature.

### Resolution 24-08 Yearly Certification of Internal Controls Compliance

Lori Feller read the resolution. Cheryl Dobbs presented proof of Internal Controls certification of all employees for 2024.

Josh Jackson moved to approve, Nate Ellis seconded, and the yearly certification of Internal Controls Compliance was approved by signature.

### Salary Ordinance

Cheryl Dobbs presented a Memorandum of Understanding of 2025 Wages, Benefits, and Other Terms and Conditions of Employments, which includes the below items, previously approved by the board, as a full compensation package as she did last year.

- Board Approval of Yearly Stipend

The stipend was approved for 2024 having met the criteria set out in the resolution established in 2022

- 2025 Personnel Budget
- 2025 Wage Scale

Cheryl Dobbs noted that the 2025 Wage Scale previously approved was updated with the addition of the custodian position, so an additional approval is required.

Carmen Madsen moved to approve, Tamara Russell seconded, and the 2025 Wage Scale was approved by unanimous voice vote.

Carmen Madsen moved to approve, Nate Ellis seconded, and the 2025 Salary Ordinance documents were approved by unanimous voice vote.

Clarifying a Clerical Error

An immaterial error was made to an employee paycheck. The decision has been made not to acknowledge as it will correct moving into the new year.

Transfer of dormant \$12,000 from FLEX account to Operating

Cheryl Dobbs explained that she is moving extra funds that had accumulated overtime in the FLEX Spending Account to the Operating Fund. Since the FLEX account is a clearinghouse account, it does not need a Resolution.

Josh Jackson moved to approve, Tamara Russell seconded, and the transfer of \$12,000 from FLEX to Operating was approved by unanimous voice vote.

Annual Conflict of Interest Review

Cheryl Dobbs sent the current vendor list to all board members prior to this meeting. All board members reviewed the list and no member had a conflict.

**MONTHLY REPORTS**

Attorney's Update: None

The meeting ended early for the Staff Holiday party, so none of these reports were discussed. All board members have copies to read on their own.

Executive Director's Report:

Assistant Director's Report:

Highlights from Department Reports:

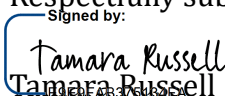
Other Business:

There will be no need for a year end meeting since balances in all major categories are positive, thus no need to transfer funds between *major* categories this year. Cheryl Dobbs has authority from the SBOA to transfer funds between minor categories if needed.

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 5:49 p.m.

Respectfully submitted,

Signed by:  
  
Tamara Russell

Secretary