

Greenwood Public Library
Board of Trustees Meeting
February 11, 2025, 6:00pm

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

Members attending electronically: Tamara Russell by conference phone

Members absent: None

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

Attending electronically: None

Unavailable: Linda Messick

Call to Order: Lori Feller called the February 2025 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m.

Pledge of Allegiance and Invocation

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

Welcome to New Board Member

David Penoff has been appointed to the board by the Johnson County Council to complete the term of Lew Gregory who is retiring.

OLD BUSINESS

Minutes of Previous Meeting:

Minutes of the January meeting were reviewed.

Josh Jackson moved to approve the minutes, Shan Rutherford seconded, and the minutes of the January 14, 2025 meeting were approved by unanimous voice vote.

Board Correspondence: None

FINANCE

Finance Committee Report: Tamara Russell reported that the Finance Committee met just before this board meeting on February 11.

Four or five clerical errors were found on interbank transfers for the same fund, causing the Rainy Day fund to look negative at a point in time. The situation has been resolved with Mike Reuter and Lisa at the bank.

A new procedure was added for payroll folders and vouchers, IN and Fed, to be signed by Carmen Madsen as Board Treasurer.

Review of Accounts Payable and Treasurer's Report

Carmen asked for clarification on a PERF (Public Employees Retirement Account) figure. Lynn Johnson explained this was a manual adjustment recommended by the auditors due to a reporting glitch in our accounting software. The system does appropriately pay and account for the Millie Morgan election by two employees to take their pension while currently employed. But the reporting system is not showing it correctly. Lynn has been working with AVC Software to correct.

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.

NEW BUSINESS

New Trustee Roll

Board members were asked to check if their contact information is correct on Cheryl's updated document and let her know.

New Bond

Cheryl Dobbs explained that she met today with Mike Reuter, Kevin Hoover, and Baker and Tilly to discuss options around raising a new bond. This is in reaction to threats to operating fund revenue precipitated by the non-approval of our 2024 tax appeal. Full details and timing will be presented at the March board meeting.

State Libraries Annual Report

The 87 page completed report was sent to all board members. Each year the report becomes somewhat easier to complete with Emily's historical notes and with Evergreen's numbers coming closer to ours.

Specific tracking of digital content by types has been added. E-books have a "shelf life" and then need to be repurchased. E-audiobooks cost more than e-books. Some items can be limited to GPL, but usually are part of a consortium within Libby which includes Johnson County.

MONTHLY REPORTS

Attorney's Update: None

Executive Director's Report:

Cheryl Dobbs shared that, for the first time, the library currently has 5 new librarians on staff who are in their master's programs or have recently graduated. Cheryl has set up a monthly meeting for this MLS Cohort for sharing and learning and mentoring for their successful library careers.

She reported that she successfully uploaded W2's to new Social Security portal, attended the Indiana Library Federation legislative call, tightened up Rainy Day balancing and worked on transition plan with Lynn Johnson ahead of Lynn's late July departure, submitted the 100R report, and began work on the 2004 Annual Financial Report.

Assistant Director's Report:

Emily completed the 4th quarter audit and the Annual Report for the State Library. She continues work on right sizing the collection, creating goals for the year across all departments including an aim at higher turnover rates.

Brainstorming sessions were held with each department for June-August programming and she continues working on Identifying the Gap to reach neighborhoods not taking advantage of using the library.

Highlights from Department Reports:

The 2024 Literacy Changes Lives campaign successfully yielded \$13, 215, which was more than Purse Bingo this year.

Kids services held a Stuffed Animal Hospital creatively offering an intake checklist, vitals, x-rays, casting and bandaging, and eye tests. Fable's Den offered pet adoption services.


A snow-themed Stay and Play for those 3 and under was able to include real snow.

Other Business: None

Public Comment: None

Adjournment: Lori Feller adjourned the meeting at 6:44 p.m.

Respectfully submitted,

Signed by:

Tamara Russell
Secretary

