

Greenwood Public Library  
Board of Trustees Meeting  
310 S. Meridian, Greenwood, IN 46143  
August 12, 2025, 6:00pm

Members attending in person: Josh Jackson, Carmen Madsen, David Penoff, Tamara Russell, Shan Rutherford, Lauren Harmon

Members attending electronically: None

Members absent: Lori Feller

Other attendees: Emily Ellis, Kevin Hoover, Susan Jerger

Attending electronically: None

Excused: Donna Ciriello, Karen Jewell, Linda Messick, Julia Reynolds, Anna Roberts,

Call to Order: Josh Jackson called the August 2025 regular meeting of the Greenwood Public Library Board of Trustees to order at 6:01 p.m.

#### Pledge of Allegiance and Invocation

Carmen Madsen led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

### **OLD BUSINESS**

#### Minutes of Previous Meeting:

Minutes of the July meeting were reviewed.

Shan Rutherford moved to approve the minutes, David Penoff seconded, and the minutes of the July 8, 2025 meeting were approved by unanimous voice vote.

Board Correspondence: None

### **FINANCE**

#### Finance Committee Report:

Carmen Madsen reported that the Finance Committee met on August 7, 2025.

Susan Jerger confirmed that all funds are in balance at all the banks.

Carmen Madsen signed off on all bank balances.

Emily Ellis presented both the 2026 wage scale and 2026 budget proposal to the committee. These will be presented to the Board on August 12.

### 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**

#### Introduction to 2026 Budget

Emily Ellis presented the 2026 Budget to the Board for awareness only. Formal approval will take place at the Board meeting on October 7th.

#### Wage Scale 2026

Emily presented the Wage Scale for 2026.

David Penoff made a motion to approve, Carmen Madsen seconded, and the wage scale for 2026 was approved by signature.

#### Personal Property Policy

The Personal Property Policy was updated with more specific procedures for storage location and retention timing of found items.

Tamara Russell made a motion to approve, Shan Rutherford seconded, and the updated Personal Property Policy was approved by unanimous voice vote.

### **MONTHLY REPORTS**

#### Attorney's Update:

Kevin Hoover mentioned he is still working on an elevator maintenance payment issue.

He also mentioned some boards include the terms and appointers of each of the board members on their agenda notices. Is this something we should consider?

#### Executive Director's Report:

Emily Ellis reported a successful and enjoyable annual all-day in-service meeting was held at Fort Benjamin Harrison Inn. Anniversaries were celebrated and an award presented to Lynn Johnson for her service at GPL. Staff members planned craft events and 5-minute PowerPoint presentations.

Emily was also involved with bond preparation activities, writing an article for the Daily Journal about the Readers weekend, attending a County Council mtg, Resources of Hope Board Meeting, dept staff mtgs, the Foundation Board meeting, Hello Neighbor, and conversations with Danville staff, learning our accounting software, tweaking the budget, and planning her first Management Team Meeting. And lots of tearful goodbyes.

Highlights from Department Reports:

Department reports were not presented during the meeting, but were sent in advance to Board Members.

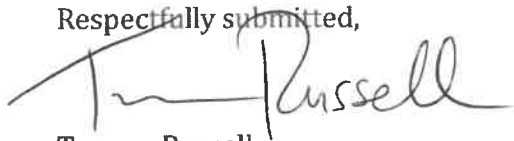
Other Business:

Public Comment: None

Adjournment: Josh Jackson called for a motion to adjourn.

Carmen Madsen made the motion to adjourn, Lauren Harmon seconded the motion, and the meeting was adjourned at 6:21 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Tamara Russell". The signature is fluid and cursive, with the first name "Tamara" written in a more compact, stylized manner and the last name "Russell" written in a more extended, flowing script.

Tamara Russell

Secretary