

Greenwood Public Library
Board of Trustees Meeting
310 S. Meridian, Greenwood, IN 46143
November 11, 2025, 6:00pm

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

Members attending electronically: None

Members absent: Josh Jackson

Other attendees: Emily Ellis, Kevin Hoover, Susan Jerger, Linda Messick, Julia Reynolds

Attending electronically: None

Members absent: Donna Ciriello, Karen Jewell, Anna Roberts

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

Pledge of Allegiance and Invocation

Tamara Russell led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

OLD BUSINESS

Minutes of Previous Meeting:

Minutes of the October meeting were reviewed.

Lauren Harmon moved to approve the minutes, Carmen Madsen seconded, and the minutes of the October 7, 2025 meeting were approved by unanimous voice vote.

Board Correspondence: None

FINANCE

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on November 6, 2025.

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

Carmen Madsen signed off on all bank balances.

Susan confirmed that the bond funds, including the good faith amount, were received first into the Old Construction fund, and then moved into the New Construction fund.

Susan noted the Rainy Day fund had been used to pay some construction bills prior to the receipt of the new bond money. The Rainy Day fund has now been reimbursed.

Susan also mentioned a concern with a payment to Express Services. The employment agency believed we had missed a payment, but Susan was able to find documentation that proved otherwise. She is awaiting their reply.

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

Office Nominations

Lori Feller called for nominations for board officers for 2026.

Secretary:	Tamara Russell, nominated by Carmen Madsen, seconded by Shan Rutherford
Treasurer:	Carmen Madsen, nominated by Tamara Russell, seconded by Lauren Harmon
Vice President:	Josh Jackson, nominated by Carmen Madsen, seconded by Lauren Harmon
President:	Lori Feller, nominated by Tamara Russell, seconded by Carmen Madsen

All nominees accepted their nominations. Elections will take place at the December board meeting.

Board Bylaws

Lori Feller shared that our Board Code of Bylaws should be reviewed every year. The only changes made this year were to the title of Director. Every instance of Director was changed to Executive Director to reflect the correct name of the office.

Shan Rutherford moved to approve, David Penoff seconded, and the changes to the Board Code of Bylaws were approved by unanimous voice vote.

Holidays 2026

Pay Periods 2026

Emily Ellis shared the payroll dates and holiday calendar for 2026. The library will not be closed on President's day in 2026.

Carmen Madsen moved to approve, Lauren Harmon seconded, and the Holiday and Pay Period dates for 2026 were approved by unanimous voice vote.

Board Meetings 2026

Emily Ellis and Lori Feller confirmed that Board of Trustee meetings will again be held at 6pm on the second Tuesday of each month in 2026. A list of those dates was shared with board members.

Capital Asset Policy Review

Emily Ellis reported that the Capital Asset Policy was reviewed. The only changes made were to the position name of Director to Executive Director.

Lauren Harmon moved to approve, Tamara Russell seconded, and the changes to the Capital Asset Policy was approved by unanimous voice vote.

Internet Acceptable Use Policy Review

Emily Ellis also reported that the Internet Acceptable Use Policy was reviewed and no changes were made.

David Penoff moved to approve, Shan Rutherford seconded, and the changes to the Internet Acceptable Use Policy were approved by unanimous voice vote.

MONTHLY REPORTS

Attorney's Update: None

Executive Director's Report:

Emily Ellis confirmed that the bond closed providing the library with a net of \$2.1 million for projects.

Much of the planning for the Nov Readers Weekend took place in October. Numerous staff and volunteers contributed to make this second fantastic author event run very smoothly. Emily's goal of increasing the number of attendees from Johnson County was met. Almost half of the participants were local this year. A Readers weekend will again be scheduled in 2026, but moving to April, a less hectic time of year.

Emily also let the board know she has scheduled a Coffee Talk for 11/19/25 at 6:30 in Community Rooms A & B to continue conversations with our patrons regarding library funding challenges.

Highlights from Department Reports:

A successful Trivia Fundraiser was held. Family Photos are a new offering by Valerie Holbrook and were well received. The Studio was busy creating accompanying décor and swag for several events, including a larger-than-life-sized book display available for the Readers Weekend and future events. A few new programs included the Fall Break Read-In for Tweens, a Jigsaw Puzzle Team Challenge, and an Annotated Book Club. The Kids department concentrated on dinosaurs, including a month long Dig In to Dinosaurs drop in and a Dinosaurs Discovery program conducted by the Children's Museum.

Other Business: None

Public Comment: None

Adjournment: Lori Feller called for a motion to adjourn.

Shan Rutherford made the motion to adjourn, Carmen Madsen seconded, and the meeting was adjourned at 6:36 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 stylized, connected manner to the last name "Russell".

Tamara Russell

Secretary