

Greenwood Public Library
Board of Trustees Meeting
310 S. Meridian, Greenwood, IN 46143
December 9, 2025, 6:00pm

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

Members attending electronically: None

Members absent: David Penoff

Other attendees: Emily Ellis, Susan Jerger, Donna Ciriello, Karen Jewell, Anna Roberts

Attending electronically: None

Members absent: Linda Messick, Julia Reynolds

Call to Order: Lori Feller called the December 2025 regular 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 November meeting were reviewed.

Lauren Harmon moved to approve the minutes, Carmen Madsen seconded, and the minutes of the November 11, 2025 meeting were approved by unanimous voice vote.

Board Correspondence: None

FINANCE

Finance Committee Report:

Tamara Russell reported that the Finance Committee met on December 4, 2025.

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

Carmen Madsen signed off on all bank balances.

No end of year meeting will be necessary since balances in all major categories are positive. Emily Ellis has the authority, from the State Board of Accounts, to move money within major categories without additional approval.

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 25-10 Yearly Certification of Internal Controls Compliance

Lori Feller read the resolution aloud to the group. Emily Ellis clarified that only new employees must watch the video. Proof of compliance of all employees was shared with the board.

Shan Rutherford moved to approve, Lauren Harmon seconded, and Resolution 25-10 Yearly Certification of Internal Controls Compliance was approved by signature.

Salary Ordinance

- 2026 Personnel Budget

The personnel budget was shared for information. Increases were calculated at 1%, awaiting confirmation of approval in the 1782 Notice.

- Year End Stipend

Emily Ellis stated that a decision on awarding a stipend this year would need to await the outcome of the monthly finances for December.

Resolution 25-11 Resolution to declare Construction Fund 401 as Dormant

Lori Feller read the resolution aloud to the group. The remaining funds no longer needed in Construction Fund 401 will be transferred to the active fund: Debt Service Bond 2.

Tamara Russell moved to approve, Carmen Madsen seconded, and Resolution 25-11 Resolution to declare Construction Fund 401 as Dormant was approved by signature.

Annual Conflict of Interest Review

Board members were given a chance to review the current vendor list. No conflicts of interest were declared.

Reservable Spaces Policy

Emily Ellis shared some of the changes to the Reservable Spaces Policy. The Living Room reservations were increased to a limit of one 4-hour period per day. Individual study rooms can be reserved in advance by library card holders for 2 hours and an additional 2 hours is possible if the room is available. Non card holders can use for 2 hours only on a first come first serve basis.

Josh Jackson moved to approve, Lauren Harmon seconded, and the updated Reservable Spaces Policy was approved by signature.

Office Elections

Carmen Madsen moved to approve the slate of officers nominated at the November meeting, Shan Rutherford seconded, and the officers listed below were approved to serve the Board for 2026.

President	Lori Feller
Vice President	Josh Jackson
Secretary	Tamara Russell
Treasurer	Carmen Madsen

MONTHLY REPORTS

Attorney's Update: None

Executive Director's Report:

Emily Ellis confirmed that the 2026 Readers Weekend will be held on April 19th.

Meetings were held with the Veridus Group and Luminaut for the bond. The potential budget is being firmed up. Timetable goal is to go to bid in Feb-early March, and have work start in April-early May. HVAC updating may be much more expensive and disruptive if ceilings must be torn out to gain access.

Emily made presentations to the ILF Annual Conference on using Microsoft Teams for inhouse communications and to the ILF Management Cohort on evidence-based decision making.

Highlights from Department Reports:

Julia Reynolds reported that by Dec 4 the end of year giving campaign had already surpassed its goal of \$10,000!

Zoe's MakerKids made adorable sock turkeys.

Valerie Holbrook highlighted traveling to St Louis for the Library marketing and Communications Conference. Networking opportunities there are leading her to starting up a marketing roundtable for central Indiana libraries.

Valerie and Sharon Deitz created ornaments and a 4-foot book for Julia Reynolds to use in her Christmas decorating commission for the Greenwood City Building lobby.

Several departments shared information, best practices, and gave tours when Cheryl Dobbs brought her Danville staff for a training day.

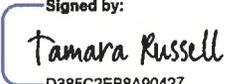
Other Business: None

Public Comment: None

Adjournment: Lori Feller called for a motion to adjourn.

Shan Rutherford made the motion to adjourn, Lauren Harmon seconded the motion, and the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

Signed by:

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Tamara Russell
Secretary