

Greenwood Public Library
Board of Trustees Meeting
May 10, 2016

Attendees: Lori Feller, Carmen Madsen, BJ Nowacki, John Stelljes, Karen Grizzle and Mike Crumbo

Cheryl Dobbs, Lynn Johnson, Jane Weisenbach and Kevin Hoover

Call to Order: Lori Feller called the May meeting of the Greenwood Public Library Board of Trustees together at 5:30 p.m. Kevin Hoover led the Pledge of Allegiance and Mike Crumbo conducted the invocation.

Minutes of Previous Meeting: Lori Feller asked if there were any changes or corrections to the minutes from the April board meeting. There were none. Carmen Madsen moved to approve the minutes, BJ Nowacki seconded and the minutes were approved by unanimous voice vote.

Old Business:

Board Correspondence: The new TIF district near the Worthsville Road interchange with I-65 has been approved. The notice of the approval has been delivered to the library board members.

Cheryl Dobbs announced the extra appropriation from the State Legislature has been approved. The \$271,914.29 was deposited to the Rainy Day Fund.

Attorney's Update: Kevin Hoover noted that the process to add the properties formerly included in the Johnson County Library District is still in process. He hopes that the process will be concluded by the next board meeting.

Finance Committee Report: Mike Crumbo reported that the Finance Committee met on May 5, 2016. At that time all fund account cash flows balanced with the appropriations report. Cheryl announced that a professional janitorial service has been identified to maintain the library. There were four bidding firms. The contract will be presented to the full board at the next meeting. Spending through April was at 29% (without encumbrances), 33.3% of the way through the budget year. Work on the 2017 budget is progressing and is nearing conclusion.

New Business:

New Contract: Cheryl Dobbs presented a new contract for janitorial services. She noted that the cleaning capacity needs to be increased, in order to properly maintain the building, JaniKing was selected from a group of bidding service companies. They were the lowest bidder, but also had high ratings from current clients. JaniKing has experience cleaning other public libraries. The cost will be \$2,900 per month and will include three people cleaning five nights per week. JaniKing will use their own equipment. Carmen Madsen moved to approve the contract with JaniKing, BJ Nowacki seconded and the contract was approved by unanimous voice vote. The current staff will receive a one-month notice.

Internal Controls Resolution: Cheryl Dobbs commented that the State has mandated that each taxing authority establish a cash controls policy. The policy needs to conform to DLGF guidelines. Lori Feller read “Resolution 051016: Resolution to Establish Internal Controls.” Mike Crumbo moved to approve the resolution, Carmen Madsen seconded and the resolution was approved by signature.

Policies Revisited: Cheryl Dobbs presented restated and revised polices for board approval. The board members discussed the elements of each policy. John Stelljes moved to approved the policies, Mike Crumbo seconded and the motion was approved by unanimous voice vote.

Review of Accounts Payable and Treasurer’s Report: Carmen Madsen reported that all liabilities have been recognized, checks written and payments will be mailed. She moved to approve the Treasurer’s Report, Mike Crumbo seconded and the report was approved by signature.

April Reports:

Director’s Report: Cheryl Dobbs reported that she had been working to fine tune the improvements to the building; including ensuring that the HVAC savings are realized. She reported that there was a quarterly meeting that dealt with fire evacuation plans and fire safety. Staff members were rewarded as a part of the Hoo’s Awesome program.

Development Report: Jane Weisenbach reported that enough support has been received for the summer reading program that a new movie system was purchased. Employees from the two Kohl’s stores came to the library for a Go Green Day. They returned for a second day to finish the work. The two stores were generous in their financial support, as well. The new bricks were place in the walkway to replace the leaves on the old tree of appreciation. Twelve people have signed up for The Library Tour of England. Endress+Hauser contributed \$3,000 to the STEAM kits. Several grants are still pending.

Department Reports: Members of the board reported on the highlights of each department’s activities for April.

Other Business: There was no other business.

Adjournment: Lori Feller adjourned the meeting at 6:35 p.m.

Respectfully submitted,

Mike Crumbo
Secretary