

Greenwood Public Library
Board of Trustees Meeting
June 14, 2016

Attendees: Lori Feller, BJ Nowacki, Carmen Madsen, Karen Grizzle, Shellie Hartford, Mike Crumbo, Cheryl Dobbs, Lynn Johnson, Jane Weisenbach, Kevin Hoover

Call to Order: Lori Feller called the June, 2016 meeting of the Greenwood Public Library Board of Trustees to order at 5:30 p.m. Kevin Hoover led the Pledge of Allegiance and Mike Crumbo conducted the invocation.

Minutes: Lori Feller asked if there were any changes or corrections to the minutes of the May meeting. Hearing none, she asked for a motion to approve. BJ Nowacki moved to approve the May minutes, Carmen Madsen seconded and the motion was approved by unanimous voice vote.

Old Business:

Board Correspondence: The library received a letter from the Johnson County Assessor's Office. The letter notified the library that the assessor had dispersed tax revenues in the 2014, pay in 2015 period without withholding the appropriate tax increment financing funds. Therefore, the excess payments will be withheld during the 2016 payment period. Cheryl Dobbs provided a report of the shortfall; \$11,180.16. The key issue is the Debt Service shortage of \$4,403.30.

Attorney's Update: There was no attorney's update.

Finance Committee Report: Mike Crumbo reported that the finance committee met on June 9. The library had received a notice from the Johnson County Assessor that 2016 revenues would be shorted to correct for the 2015 payments in error. A resolution will be added to the board of trustees' agenda to address payments from the Debt Service Account. Actual 2016 expenditures were at 96% of appropriations, reflecting continued cost controls. Cheryl has directed a recommissioning of the new HVAC service, in order to evaluate cost savings differences from the original estimates.

New Business:

Employee Handbook: Copies of the revised employee handbook were distributed to the board members. There were no significant changes to the content. Some the position descriptions were clarified to conform with the new wage and salary overtime regulations, which will go into effect in December. Mike Crumbo moved to approve the revised Employee Handbook, Shellie Hartford seconded and the motion was passed by unanimous voice vote.

Joint Resolution: Kevin Hoover explained that the negotiations related to the properties within the Greenwood Library district that have been assessed as Johnson County Library entities have

concluded. Kevin read the “Joint Resolution of the Greenwood Public Library and the Johnson County Public Library; Joint Resolution Regarding Certain Parcels of Property for Property Tax Purposes.” The motion expressed to agreement that the subject parcels be reclassified within the Greenwood Public Library district. Karen Grizzle moved to approve the resolution, with a small typographical correction, Mike Crumbo seconded and the resolution was approved by signature.

Inter-Fund Loan: Cheryl Dobbs noted that the shortfall of tax revenues in the current year will adversely affect the library payment of debt. Since debt-related property tax revenue is directly designated for debt service, any shortfall will have to be fulfilled through an inter-fund loan from the operating fund. The impact on debt service payments will not be fully known until the payment is due, at the end of June. Cheryl requested permission to effect an inter-fund load, to cover any potential shortfall in June with a total value cap. Carmen Madsen moved to permit the Library Director to make an inter-fund loan to the Debt Service Fund from the Operating Fund not to exceed \$20,000. Shellie Hartford seconded the motion and the motion was approved by unanimous voice vote.

Executive Session Planned for July: Lori Feller announced that there will be an executive session on July 12, 2016 at 5:00 p.m., prior to the regular monthly board meeting.

2017 Wage Scale: Cheryl Dobbs presented the “2017 Wage Scale and Pay Grades” to the board. Exempt and non-exempt classifications have been revised to reflect the new FLSA guidelines and adjustments have been made to the minimum pay scales. It was noted that several grades mid-point rates need to be revised to align the scale equitably. Karen Grizzle moved to approve the “2017 Wage Scale and Pay Grades,” with mid-point corrections, Carmen Madsen seconded and the “2017 Wage Scale and Pay Grades” was passed by unanimous voice vote.

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

May Reports:

Director’s Report: Cheryl reported that her attention has moved from projects to the budget for 2017. Spending continues to be below the budget level. There are many training opportunities in the schedule for the summer.

Director of Development Report: Jane Weisenbach reported that she is working on advertising options for the announcement of the 100th anniversary of the Library. “Canvas with a Cause” is being planned in August as a fundraiser for the 2017 summer reading program. On August 27, Boomer, the Pacers mascot, will be at the Greenwood Middle School. All proceeds will go to the Friends. On September 22, Gary Varvel the cartoonist with the Indianapolis Star will be at the

library for a dinner catered by La Trattoria Restaurant. All funds from this event will also go to the Friends.

Department Reports: Members of the board presented highlights from the department reports.

Other Business: There was no other business.

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

Respectfully submitted,

Mike Crumbo
Secretary