

Greenwood Public Library
Board of Trustees Meeting
December 13, 2016

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

Call to Order: Lori Feller called the December, 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 of Previous Meeting: Lori Feller asked if there are any additions or corrections to the November meeting minutes. Hearing none, she called for a motion to approve the minutes: Carmen Madsen moved to approve the minutes, BJ Nowacki seconded and the minutes were approved by unanimous voice vote.

Old Business:

Board Correspondence: The board received the treasurer's bond document for approval. Carmen Madsen and Kevin Hoover effected the appropriate signatures and notary seal.

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

Finance Committee Report: Mike Crumbo reported that the finance committee met on December 8. All fund accounts were balanced. Spending is consistent with past months. The estimated balance in the operating fund will help complete several key projects. The LED lighting project will be paid from the Rainy Day, LIRF and Operating funds. A new, glass railing for the stairway will be paid from a donation by the Friends of the Library and funds from the Operating account. There may be enough residual cash to repair the windows in the Children's Department and replace the filing cabinets in the Administration area. The board of trustees will meet on December 30, 2016, to transfer funds between accounts and close the budget for the year.

New Business:

Election of 2017 Officers: Lori Feller opened the elections by noting the slate of candidates for each office and calling for votes for each position. The results

were: President – Lori Feller; Vice-President – Karen Grizzle; Secretary – Mike Crumbo; Treasurer – Carmen Madsen.

Resolution to set a Non-Resident fee for 2017: Cheryl Dobbs reported that the non-resident fee is based on the library budget, divided by the number of tax paying households in the library district. The calculated fee for 2017 is \$48. Lori Feller read resolution 12132016a. Mike Crumbo moved to approve the 2017 non-resident fee; Carmen Madsen seconded and the motion passed by board signature.

Resolution to transfer funds to Rainy Day Fund: Cheryl Dobbs reported that residual cash in the Operating Fund, up to 10% of the budget, may be transferred to the Rainy-Day Fund. Lori Feller read resolution 12132016. Carmen Madsen moved to approve the resolution; Shellie Hartford seconded; the resolution was approved by board signature.

Stair Rail Construction: Cheryl Dobbs provided background information regarding the replacement options for the lobby stair railing. Safety issues and ongoing maintenance concerns were highlighted. The replacement of the metal stair railing with a glass stair railing will meet all the concerns. Funds will be available from a donation from The Friends and available funds from the Operating Fund. Money for this project will be encumbered at the final board meeting of the year. Karen Grizzle moved to approve the stair railing project; Carmen Madsen seconded and the motion was approved by unanimous voice vote. Lori Feller signed the project document.

Personnel Report: Cheryl Dobbs presented the first Personnel Report to the board. These reports will be provided when needed to keep board members informed of changes. This report noted the resignation and replacement of one position in the Patron Services Department. It also noted the promotion of Emily Ellis to Assistant Library Director, effective January 1, 2017. A new position description has been developed for the Assistant Director. Mike Crumbo moved to approve the Position Description; Carmen Madsen seconded and the Position Description was approved by unanimous voice vote. A revised wage scale was presented, reflecting the new position. Mike Crumbo moved to approve the revised wage scale; Karen Grizzle seconded and the revised wage scale 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 payment will be made. She moved that the Treasurer's Report be approved; Mike Crumbo seconded and the Treasurer's Report was approved by board signature.

November Reports:

Director's Report: Cheryl Dobbs reported that the all staff in-service day was a success. It included CPR training, the upcoming Reading Revolution and continued relationship building among the staff. Cheryl and Jane Weisenbach attended the Directors' Summit in Sacramento, California. The theme of the summit was "Triple Bottom Line Sustainability."

Development Director's Report: Cheryl Dobbs reported for Jane Weisenbach. Jane was involved in Greenwood Aglow, preparations for the 100th anniversary of GPL, the Greenwood Chamber ambassador meeting and helped conduct a tour of the library for eight members of Home Bank.

Department Reports: Members of the board highlighted activities from each of the departments during November.

Other Business: There was no other business.

Adjournment: Lori Feller adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Mike Crumbo
Secretary