

Greenwood Public Library
Board of Trustees Meeting
August 8, 2017

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

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

Minutes of Previous Meetings: Lori Feller asked if there were any changes or corrections to the minutes of the July Executive Meeting or the July board meeting. Hearing none, she asked 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: There was no board correspondence.

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

Finance Committee Report: Mike Crumbo reported that the Finance Committee met on August 3, 2017. All funds were in balance with the annual appropriations. Expense spending was at 53% of budget, 58% of the way through the year. Several unanticipated spending items were addressed during July. A control board in the HVAC panel was damaged by a power surge. Surge protection was added and the panel was replaced. Surge protection will be reviewed and addressed for other systems, throughout the remainder of the year. A budget estimate for 2018 will be presented to the Board of Trustees at the next meeting. Several resolutions will be presented at the next board meeting, dealing with financial processes and internal controls.

New Business:

Mike Reuter: The library's financial consultant, Mike Reuter, presented an update to the "Greenwood Public Library Fiscal Plan." The plan was revised to reflect actual tax revenues for the first six months of 2017. Local Option Tax (LOT) is now projected to increase by 3%. The past plan estimate was 1.5%.

The growth quotient has been established at 4%. Discussions included cash flow projections and the future bond payoff dates.

2018 Budget: Cheryl Dobbs reported that the 2018 budget has been completed. The 4% growth quotient has increased the General Fund by approximately \$90,000. Cheryl presented an analysis, which indicated the changes in categories from 2017 to 2018. The analysis highlighted the distribution of the General Fund increases compared to the budget distribution.

Purchasing Policy: Cheryl Dobbs presented a revised Purchasing Policy. The policy has been amended to better define internal financial controls. John Stelljes moved to approve the revised Purchasing Policy, Carmen Madsen seconded and the revised Purchasing Policy was approved by unanimous voice vote.

Credit Card Policy: Cheryl Dobbs presented a revised Credit Card Policy. The policy defines the use of credit cards for customer payments and donations and library payments for goods and services. The policy was amended to better define internal financial controls. Mike Crumbo moved to approve the revised Credit Card Policy, John Stelljes seconded and the revised policy was approved by unanimous voice vote.

Service Animals in the Library: Cheryl Dobbs presented a new policy addressing service animals in the library. The definition of service animal follows the description in the Americans with Disabilities Act. Carmen Madsen moved to approve the policy, BJ Nowacki seconded and the policy was approved by unanimous voice vote.

Resolution to Pay Bills with Prior Approval: Cheryl Dobbs presented Resolution 08082017 to the board. The library is required to pay all bills on time. Some liabilities come due prior to the next scheduled board meeting. Therefore, specific bills will be paid before the ensuing board meeting. Lori Feller read the resolution. John Stelljes moved to approve the resolution, Carmen Madsen seconded and the resolution was approved by signature.

Review of Accounts Payable and Treasurer's Report: Carmen Madsen asked for clarification about a bill from Midwest Tape (95271523). Lynn Johnson reported that this vendor provides the HOOPLA streaming service for videos. Carmen then noted that all liabilities have been recognized, checks written and

that payment will be made on time. She moved that the Treasurer's Report be approved; Mike Crumbo seconded and the report was approved by signature.

July Reports:

Director's Report: Cheryl Dobbs reported that most of her time in July was focused on completion of the 2018 budget. She unveiled a 3D model of the art piece for the lobby. Fundraising is underway for this addition, with a target installation date of February 2018, which will coincide with the library's 101st birthday.

Development Report: Jane Weisenbach distributed invitations to the "Booked for the Evening" event on September 21. She asked the board members to help promote the event.

Department Reports: Department heads highlighted events in their departments during July.

Other Business: There was no other business.

Adjournment: Lori Feller adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Mike Crumbo
Secretary