

Greenwood Public Library
Board of Trustees Meeting
November 13, 2018

Attendees: Karen Grizzle, Mike Crumbo, Carman Madsen, Shan Rutherford, Tamara Russell
Cheryl Dobbs, Lynn Johnson, Jane Weisenbach, Kevin Hoover

Call to Order: Karen Grizzle called the November 2018 meeting of the Greenwood Public Library Board of Trustees to order at 6:00 p.m. Mike Crumbo led the Pledge of Allegiance and Shan Rutherford conducted the invocation.

Minutes of Previous Meeting: Karen Grizzle asked if there were any additions or corrections to the October minutes. Hearing none, she asked for a motion to approve the minutes. Shan Rutherford moved to approve the October minutes, Tamara Russell seconded, and the minutes were approved by unanimous voice vote.

Old Business:

Board Correspondence: The library and each board member received a notice from the Greenwood Redevelopment Commission regarding an information sharing meeting to discuss the used of TIF funds.

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

Finance Committee Report: Mike Crumbo reported that the Finance Committee met on November 8. All funds were in balance. The committee reviewed an investment policy for the library, for the investment of selected funds. The policy template was from the state library. Both Mike Reuter and Kevin Hoover have reviewed and amended the policy, as it applies to specific issues for the Greenwood Public Library. A resolution will need to be approved by the library board at the next meeting. Investments would be made in certificates of deposit, by individual funds. The Rainy-Day Fund would be the first fund selected. Mike Reuter recommended investing in one-year CDs and withdrawing funds at the end of each year for deposit to the library checking account. All funds would be invested in this manner, apart from \$25,000 retained in an interest-bearing checking account. The library will issue a request for quote (RFP) to several banks to establish a new long-term financial relationship. The objective will be to reduce costs and optimize banking services. The RFQs will be issued early in 2019. The transfer of fund would take place in June.

The committee discussed the elimination of late fees. There is a cost impact to this decision. However, access to the collection is the priority. Late fees more heavily affect those least able to pay. To counter the cost impact, the lost book time period could be reduced from forty-five to twenty-five days. Any books from other libraries would be subject to their current late-fee policy.

New Business:

Resolutions:

Resolution to Establish an Investment Policy: Karen Grizzle read “RESOLUTION TO AUTHORIZE AND ESTABLISH AN INVESTMENT POLICY.” Mike Crumbo moved to approve the resolution, Tamara Russell seconded, and the resolution was approved by signature.

E-Rate: Karen Grizzle read “COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS.” Carmen Madsen moved to approve the resolution, Shan Rutherford seconded, and the resolution was approved by signature.

Policies:

Investment Policy: Cheryl Dobbs presented the investment policy, noting that it has been reviewed by Mike Reuter (financial consultant) and the board members. Mike Crumbo moved to approve the Investment Policy, Tamara Russell seconded, and the policy was approved by unanimous voice vote.

One key item of the policy is an established Investment Board. The Board of Trustees developed a consensus slate of Investment Board officers.

President – Shan Rutherford

Secretary – Tamera Russell

Treasurer – Carmen Madsen

Karen Grizzle asked for a motion to approve the slate of officers for the Investment Board. Carmen Madsen moved to approve the slate, Tamera Russell seconded, and the slate was approved by unanimous voice vote.

Credit Card Policy: Cheryl Dobbs presented the Credit Card Policy, noting that there were no changes in the past year. Mike Crumbo moved to approve the policy, Tamara Russell seconded, and the policy was approved by unanimous voice vote.

Service Animal Policy: Cheryl Dobbs presented the Service Animal Policy, noting that there were no changes in the past year. Tamara Russell moved to approve the policy, Shan Rutherford seconded, and the policy was approved by unanimous voice vote.

Weapons in the Library Policy: Cheryl Dobbs presented the Weapons in the Library Policy, noting that there were no changes in the past year. Mike Crumbo moved to approve the policy, Shan Rutherford seconded, and the policy was approved by unanimous voice vote.

2019 Holiday Schedule: Cheryl Dobbs presented the proposed 2019 Holiday Schedule. Carmen Madsen moved to approve the schedule, Tamera Russell seconded, and the schedule was approved by unanimous voice vote.

2019 Trustee Meeting Dates: Cheryl Dobbs presented the board meeting dates schedule to the board.

Review of Accounts Payable and Treasurer's Report: Carmen Madsen asked why check #007186 for Duke Energy had two invoices attached. Lynn Johnson noted that there are two meters for the library; one is for outside lighting; the other for all other electric demand. Carmen Madsen then reported that all liabilities have been recognized, checks have been written, bills will be made on time. She moved that the Treasurer's Report be approved, Mike Crumbo seconded, and the Treasurer's Report was approved by signature.

October Reports:

Director's Report: Cheryl Dobbs reported that her month was focused on several events, which were clustered together toward the end of the month. Delays in completion of the connector road and the resulting reduced parking spaces caused the rescheduling. The staff training day was moved to the Indiana State Library. A schedule of projects has been developed to be addressed, if funds are available at the end of the year or are encumbered for 2019.

Cheryl presented a proposal to the board to eliminate late fees, as one way to "Make Library Easy." This is a key factor of the 2023 Blueprint. While there will be a financial impact, it will be partially offset by shortening the lost book time period from 45 days to 25 days. Any Evergreen books, from other libraries, will be subject to the late fees, as they pertain to the lending library system. She hopes to implement this new policy at the start of 2019.

Development Report: Jane Weisenbach reported that the Booked for the Evening event received \$16,400 in donations and pledges. She presented a list of all the fundraising events since 2010. The total revenue nears \$700,000. She also reported that Spooktacular was another success, with over 1,200 attendees and 8 community booths.

Department Reports: Department managers presented the highlights of their October activities.

Other Business: Shan Rutherford, in his position as President of the Investment Board, announced that the board will meet prior to the next Board of Trustees meeting on December 11 at 5:45 p.m.

Adjournment: Karen Grizzle adjourned the meeting at 7:20 p.m.

Respectfully Submitted,

Mike Crumbo
Secretary