Greenwood Area Library Board Meeting Agenda

October 10, 2024 at 4 p.m. Greenwood Area Library

1. Call Meeting to Order-Meeting called to order at 4pm by Joe Green. Members present: Joe Green, Cheri Lenz, Sylvia Weaver, Kayla Schar, Barb Ashbeck, Deanna Jordan, Jerry Block, Amber Brill and honored guest Dave Hansen.
2. Action Item: Approval of minutes for September 12, 2024-motion to approve made by Sylvia and seconded by Barb. All ayed. Motion carried.
3. Director’s Report:

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| --- | --- | --- |
| **Circulation** | Sept= 1662 / +188 LY |  |
|  |  | YTD= 16631/ +1532 LY |
| **E Circ** | Sept= 367/ +47 LY |  |
|  |  | YTD= 4493/ -180 LY |

Amounts before October payroll.

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| --- | --- |
| **Forward Financial Account Balances** | **State of WI Account Balances** |
| Savings $32,243.73 as of Oct. 7 | LGIP Memorial Fund $5,356.99 |
| CD (239) $13,232.03 | 11 Month CD (338) $10,495.77 |
| Lib Exp (368) $8,651.34 | 11 Month CD (353)$5,247.88 |

Financials

Action Item: September Expenses, Account Balances, MTD income/expenses, check approval-Amber discussed financials. Motion to approve by Kayla, seconded by Cheri. All ayed. Motion carried.

1. Trustee Essentials

TE-24 discuss-Group discussed.

1. Library Business

Action Item: Approval to reimburse City of Greenwood for Grant Writer-motion to table until November meeting made by Jerry and seconded by Sylvia. Action item tabled.

1. Policy Updates

Action Item: Approve Hours Policy Update

Action Item: Approve Equipment & Facility Policy Update

Action Item: Approve Collection Development Policy Update

Action Item: Approve Patron Behavior & Conduct Policy Update

Action Item: Approve Circulation Policy Update

Action Item: Approve new Library Card Application

Action Item: Approve Request for Reconsideration Policy

Amber went over all policies and discussed changes or update. Motion to approve all changes/updates for above polices made by Kayla, seconded by Cheri. All ayed. Motion carried. Amber will update in binder and on website.

1. Personnel Committee Report

Action Item: Approval of Staff wages for 2025-motion to table until next meeting when more financial information comes in from county and city health insurance made by Barbe and seconded by Sylvia. All ayed. Action item tabled.

1. Budget Committee Report

Action Item: Approval of 2025 Library Budget to take to Finance Committee-motion to table until next meeting when more financial information comes in from county and city health insurance made by Barbe and seconded by Kayla. All ayed. Action item tabled.

1. Board Member Reports
2. Set next Meeting date & time-TBD
3. Action Item: Adjourn-Motion to adjourn made by Kayla, seconded by Jerry. All ayed. Meeting adjourned at 4:44pm.