



**Springfield-Greene County Library Board of Trustees  
June 20, 2017  
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, June 20, 2017, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<b><u>Present/Absent</u></b>
Andrea McKinney, President and Member:	Present
Michele Risdal-Barnes, Vice President and Member:	Present
Bill Garvin, Secretary and Member:	Present
Matthew Simpson, Treasurer and Member:	Present from item 4
Steven Ehase, Member:	Absent
Derek Fraley, Member:	Present
James Jeffries, Member:	Absent
Catherine Moore, Member:	Present
Ashley Norgard, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

2. Appointment of the Nominating Committee for the 2017-2018 Library Board of Trustees Slate of Officers:

McKinney asked for two volunteers to serve with Michele Risdal-Barnes on the Nominating Committee for the 2017-2018 Library Board of Trustees Slate of Officers. Moore and Norgard volunteered. McKinney appointed Moore, Norgard and Risdal-Barnes to serve on the Nominating Committee to nominate the 2017-2018 Library Board of Trustees Slate of Officers.

3. Disposition of Minutes: The minutes of the May 16, 2017 meeting were reviewed.

Risdal-Barnes last name was misspelled in the minutes. The misspelled name was corrected. Risdal-Barnes moved to approve the minutes as corrected for the regular session board meeting on May 16, 2017; Moore seconded. Risdal-Barnes yea, Moore yea, Garvin yea, McKinney yea, Fraley yea, Norgard yea. Motion carried.

4. Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met Tuesday, June 20, 2017 immediately preceding this meeting.

Fraley reported highlights from the May 2017 financials as presented. Specific documents covered included:

- Monthly Budget Summary (Total Budget) Month Ending May 31, 2017
- Discretionary Budgets Expenditures May 2017

- Balance Sheet May 2017
- Cash Flow Report May 2017

[Simpson entered the meeting.]

- Cooper shared with the Board the proposed 2017-2018 budget. The proposed budget has tax revenue projected at 3.25% and state aid will be \$.38 per capita. REAL money and Athletes and Entertainers money are at last year's levels. Passport Acceptance Center income is expected to be \$175,000. Fines projections are down by \$16,500, but out-of-county fees are expected to come in slightly higher than the previous year. Copy machine income should come in \$5,520 higher, and interest income is expected to increase by \$12,000. On the expense side, the proposed budget includes a salary track raise for all employees who are eligible and a 2% raise for those off the track. This budget proposal includes adding a part-time Business Office clerk, a part-time Reference associate for Midtown Carnegie, a part-time Reference associate for Schweitzer Brentwood, a part-time circulation assistant at The Library Center and replacing one IT tech with two 25-hour techs. The proposed budget includes a \$35,000 contingency fund. Personnel costs are 65% of the operating budget, and the Collections budget is 19% of operating budget. The proposed Travel/Training budget for FY 2017-2018 is set at \$60,666.

Specific documents covered included:

- Proposed Budget Narrative FY2017-2018
- Preliminary Budget FY 2017-2018

Norgard moved to approve the Preliminary Budget for FY2017-2018 as presented. Risdal-Barnes seconded. Risdal-Barnes yea, Moore yea, Garvin yea, McKinney yea, Fraley yea, Norgard yea. Simpson yea. Motion carried.

Buildings and Grounds Committee: Bill Garvin reported for the Buildings and Grounds Committee. Garvin reported that the committee met at the Schweitzer Brentwood Branch on June 13, 2017. The following items were discussed:

- The Fair Grove branch library will be closed the week of June 19<sup>th</sup> for carpet replacement throughout the space and a reconfiguration of the shelving and furnishings.
- A clothes washer and dryer set has been installed at the Library Center. It will be used for cleaning table linens, book bags, and cloth toys previously taken home by staff to be laundered.
- The landscaping at the front entrance of the Library Center is being replaced. That work should be completed in the next couple of weeks.
- Lighting in the teen department of the Library Station has been upgraded.
- The teen desk at the Midtown Carnegie branch library has been refinished by the library's buildings and grounds crew. The south steps renovation project at the Midtown Carnegie branch library is complete. The money saved on that project was used to fund the Fair Grove branch library's carpet project and the Park Central branch library's workroom construction project.

5. Report of the Director:

Cooper handed out invitations to the Trustees inviting them to join her at the Missouri State Capitol to inaugurate the Centennial tour of Missouri and the Great War, a commemorative traveling exhibit funded by the Missouri Humanities Council and the Friends of the Library and developed by the Springfield-Greene County Library District. That ceremony is scheduled for Tuesday, July 11, 2017 from 3:30pm to 5:30pm.

Cooper highlighted many items from the Executive Director's Report for June 2017. Please see Executive Director's Report for June 2017.

Cooper shared that Springfield City Mayor Ken McClure is recommending Cindy Waites as the next Library Board of Trustees city appointee to the Board. In addition, Mayor McClure is reappointing Matthew Simpson for a second term as a Trustee on the Library Board of Trustees.

6. Foundation Update:

Cooper reported that the Library Foundation Board has a meeting scheduled for Monday, June 26. Cooper will meet with Foundation Board Treasurer Rhonda Christopher this week to go over the Foundations financials in advance of the meeting. Foundation Board President Kris Garcia is working on the agenda for that meeting, and the task force is still working on a Memorandum of Understanding between the Library Foundation and the Library District.

7. New Business:

None

8. Miscellaneous Business:

None

9. Adjournment: There being no further business, Moore moved to adjourn the regular session; Risdal-Barnes seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Fraley yea, Moore yea, Norgard yea, Simpson yea. Motion carried.

The regular session was adjourned at 4:40 p.m.

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Board of Trustees

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Business Office Manager