



**Springfield-Greene County Library Board of Trustees
September 17, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, September 17, 2019, at 4:00 p.m. at the Ash Grove Branch Library, 101 E. Main St., Ash Grove, MO 65604. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
William (Bill) Garvin, President and Member:	Present
Ashley Norgard, Vice President and Member:	Present
Donald (Don) Chenevert, Jr., Secretary and Member:	Present from item 4
Cindy Waites, Treasurer and Member:	Absent
Clinton Beecham, Member:	Present
Michele Risdal-Barnes, Member:	Present
Marteze (Tez) Ward, Member:	Absent
Emily Denniston, Member:	Absent
Catherine E. Moore, Member:	Absent

The President of the Board of Trustees called the meeting to order. The agenda was revised due to a lack of quorum at the beginning of the meeting. Non-actionable items will be addressed until quorum is established.

2. Standing Committees:

Finance/Personnel Committee: Norgard reported for the Finance-Personnel Committee that met Monday, September 16, 2019 at the Library Center. Norgard provided the following highlights:

- The August 2019 financials were reviewed by committee. Norgard reported on highlights from the August 2019 financials as presented. Specific documents covered included:
 - Financial Highlights Report August 2019
 - Balance Sheet August 31, 2019
 - Monthly Budget Summary Month Ending August 31, 2019
 - Cash Flow Report August 2019
- The committee discussed the possibility of scheduling board education concerning the revenue bonding process. Michael Short, Vice-President of George K. Baum & Company was the public finance banker who worked with the library to restructure our existing bonds in 2002. He has offered to come to speak to the board about the topic.
- The Finance/Personnel Committee is beginning to review all existing personnel policies.

- The timing of the annual evaluation of the Executive Director will remain the same as last year.
- A short-term committee of staff members will be reviewing our current merchant card services.

Buildings & Grounds Committee: Risdal-Barnes reported for the Buildings & Grounds Committee that met Tuesday, September 10, 2019 at the Schweitzer Brentwood Branch. Risdal-Barnes provided the following highlights:

- At the Library Center the carpet replacement in local history has been completed, and the custom carpet has been ordered for the final area to be completed. The AV shelves have been reoriented into a fresh layout post carpet replacement in that area.
- At the Midtown Carnegie branch, the elevator refurbishment is still underway.
- Van #9, a 1998 Ford F250 is being sold by the district and will go up for bids on govdeals.com very soon.
- The buildings and grounds department at the library has been experiencing some staffing shortages.
- There is no update on the issue of the swale at the Schweitzer Brentwood Branch.

Programs/Services/Technology Committee: Garvin reported for the Programs/Services/Technology Committee that met Wednesday, September 11, 2019 at the Library Center. Garvin provided the following highlights:

- The committee enjoyed a presentation by Reference Librarian Tammy Flippen who is the Funding Information Network Coordinator for the library. The library has been a member of the Funding Information Network for 40 years.
- The Funding Information Network is a network of libraries, community foundations, and other nonprofits resource centers providing database access and support to local nonprofits.

3. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for September 2019. Please see *Executive Director's Report* for September 2019.

4. Library Foundation Update:

Library Development Director Melissa Adler reported on behalf of the Library Foundation as follows:

- The foundation board met on August 26 at Schweitzer Brentwood Branch Library. We are pleased to welcome Andrea McKinney as the newest member of the board.
- The foundation paid to the Library \$3,401.05 in donor restricted funds in August. This includes branded tote bags and a collapsible wagon for outreach, a new train engine for Library Station (this was a Help-a-Librarian project), a play parachute for Schweitzer Brentwood (also a Help-a-Librarian project), \$2,000 for Racing to Read, and supplies for family make 'n' take stations at Republic.
- The foundation board agreed to fund author visit Cori Doerrfeld, as part of the Death & Dying Series. This is a \$2,000 grant to the Library.
- The foundation received another donation from an anonymous donor to continue building the collection of presidential biographies. This

- donor has now given \$1,000 for this purpose.
- A new round of Help-a-Librarian projects will go live this month. All three projects closing in June were fully funded.

(Chenevert, Jr. entered here and quorum is established.)

5. Miscellaneous Items:

Cooper explained that on Saturday, September 14 a threatening note was found in a magazine by a patron at the Midtown Carnegie Branch. The note was a threat to “shoot up” the library on September 12 or 22. The date was illegible. The library took the threat seriously and immediately reported this to the police and handed over the magazine and note to the police. Associate Director sent an email to all staff explaining the situation to staff and reminding staff to rely on the security training we have all received now and always. Security patrols at the Midtown Carnegie Branch have been increased for all hours the library is open for the time being.

6. Old Business

a. Policies in Force Review

- Weapons Policy – the board members discussed this policy. The staff is not recommending any changes to the existing policy.
- Youth Safety Policy – the board members discussed this policy. The staff is not recommending any changes to the existing policy.

Without any recommendations for changes, both policies will appear on the consent agenda at the October 22 board meeting.

b. Mission Statement discussion

Cooper explained that the mission statement committee of staff met again after the staff survey results were compiled. The mission statement committee is recommending the mission statement of the Springfield-Greene County Library District be changed to:

Building a stronger community by enabling lifelong learning and enrichment.

The board members discussed the proposed mission statement. Risdal-Barnes made a motion to adopt the new mission statement as presented effective immediately without a closing date. Chenevert, Jr. seconded the motion. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea. Motion carried.

Cooper asked the board about their desired timing for replacement on all printed and electronic publications. The chosen board directive was that items be updated strategically as publications are reprinted or published online.

7. New Business

None

8. Consent Agenda

- Minutes from the August 20, 2019 board meeting
- Gift Acceptance Policy

Risdal-Barnes requested the Minutes from the August 20, 2019 board meeting be taken off of the consent agenda and revised. Risdal-Barnes expressed concern that the minutes were not an accurate reflection of the discussion about the gift acceptance policy and the artwork. Risdal-Barnes asked that the minutes be tabled for now to allow time for edits.

Norgard requested the Gift Acceptance Policy be removed from the consent agenda to discuss the proposed wording. In particular, Norgard feels the wording *Legal counsel advises us against placing a value on materials donated to the Library* is problematic. Norgard suggests the wording be changed to: **While the library may provide a gift receipt upon request, the library cannot assign monetary value to donated items.** Board members discussed the suggested edit. Risdal-Barnes made a motion to approve the Gift Acceptance Policy with the suggested changes made. Beecham seconded the motion. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea. Motion carried.

9. Adjournment

There being no further business, Garvin called for a motion to adjourn. Risdal-Barnes moved to adjourn; Norgard seconded. Garvin yea, Norgard yea, Chenevert, Jr. yea, Beecham yea, Risdal-Barnes yea. Motion carried.

The regular session was adjourned at 5:05p.m.

Board of Trustees

Business Office Manager