



**Springfield-Greene County Library Board of Trustees
February 19, 2019
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, February 19, 2019, at 4:00 p.m. at the Library Center, 4653 S Campbell, Springfield, MO 65810. Members of the Board of Trustees were present or absent as follows:

1. Roll Call

	<u>Present/Absent</u>
a. Catherine (Katie) Moore, President and Member:	Present
b. William (Bill) Garvin, Vice President and Member:	Present from 2
c. Michele Risdal-Barnes, Secretary and Member:	Present
d. Cindy Waites, Treasurer and Member:	Absent
e. Steven Ehase, Member:	Absent
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Absent
h. Emily Denniston, Member:	Absent
i. Donald (Don) Chenevert, Jr.	Present

The President of the Board of Trustees called the meeting to order. Informational items not subject to motion were presented first due to a board member delayed by traffic. Quorum was established with Garvin arrived as noted below.

2. Standing Committees:

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, February 12, 2019 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- The community celebrated the opening of Library Express West at the ribbon cutting ceremony on February 6.
- Information Technology Manager David Patillo and Facilities Manager Leland Blatter recently both completed walkthroughs of all locations as part of the upcoming 2019-2020 budget process.
- The breakroom flooring at the Ash Grove Branch Library has been replaced.
- The art wall in the reading room at the Library Center is being updated with a new Walker display system.
- Elevator repairs are scheduled to begin in April after the new parts arrive. (Garvin entered the meeting.)

3. Disposition of Minutes

The minutes of the January 15, 2019 regular meeting were reviewed.

Risdal-Barnes moved to approve the January 15, 2019 minutes as presented; Chenevert, Jr. seconded. Moore yea, Norgard yea, Garvin yea, Chenevert, Jr. yea, Risdal-Barnes yea.

4. Standing Committees (continued):

Finance and Personnel Committee: Garvin reported for the Finance-Personnel Committee that met Tuesday, February 19, 2019 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Garvin reported highlights from the January 2019 financials as presented. Specific documents covered included:

- Financial Highlights Report January 2019
- Balance Sheet January 31, 2019
- Monthly Budget Summary Month Ending January 31, 2019
- Cash Flow Report January 2019

Norgard moved to approve the January 2019 financials as presented; Chenevert, Jr. seconded. Moore yea, Norgard yea, Garvin yea, Chenevert, Jr. yea, Risdal-Barnes yea.

Garvin reported that the committee received a *Reserve Account Phase II Carpet Funding Proposal* from Cooper during the committee meeting this morning. Please see the attached *Reserve Account Phase II Carpet Funding Proposal* for full background and details of the proposal. Garvin explained the following specifics:

- The trustees discussed the proposal and asked questions of Cooper and Schmidt during the meeting.
- Cooper asked for board consideration of the proposal to fund phase II of the carpet replacement project at the Library Center including the purchase of carpet for the Local History department to be stored and installed at a later date.
- Cooper is asking that the money to fund this project be taken directly from the Reserve account balance.
- Phase II of the carpet replacement at the Library Center is currently an unbudgeted expense.
- The Finance and Personnel Committee made a motion recommending that Cooper use money from the reserve account to fund phase II of the carpet replacement project at the Library Center including the purchase of carpet for the Local History department to be stored and installed at a later date.

Discussion about the Reserve Account Phase II Carpet Funding Proposal ensued. After discussion, Norgard made a motion to amend the Finance and Personnel Committee's motion to take \$20,000 from the 2018-2019 contingency expense budget to fund Phase II of the carpet replacement with the balance of funding coming from the reserve account. More discussion ensued. Not hearing a second to her motion, Norgard withdrew her amendment. Moore reiterated the presence of an open motion coming from the Finance and Personnel Committee recommending that Cooper use money from the reserve account to fund phase II of the carpet replacement project at the Library Center including the purchase of carpet for the Local History department to be stored and installed at a later date. Chenevert, Jr. seconded the open motion from committee. Moore yea, Norgard yea, Garvin yea, Chenevert, Jr. yea, Risdal-Barnes abstained. Motion carried.

5. Report of the Director:

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

6. Foundation Update:

Library Foundation Development Director, Melissa Adler reported on behalf of the Library Foundation.

Adler reported updates including:

- The Library Foundation was awarded a \$2,300 grant from the Community Foundation of the Ozarks which will provide funding for a new library program called Movies and Memories. The program addresses the issue of senior social isolation.
- The Library Foundation received a \$600 donation enabling the library district to purchase presidential biographies.
- On October 25, 2019 as part of the Library's Oh the Horror programming, the Library Foundation is planning to bring in Josh Malerman, author of Bird Box.
- Don't forget One Big Party is scheduled for March 2nd. Get your tickets now! It is very easy to buy tickets online by going to the Library or Library Foundation website to buy tickets.

7. Old Business:

Policies in Force Review

- Bankruptcy Policy
- Bulletin Board Postings and Literature Distribution Policy
- Open Meetings and Records Policy

Risdal-Barnes moved to approve the Bankruptcy Policy, Bulletin Board Postings and Literature Distribution Policy, and Open Meetings and Records Policy as presented; Norgard seconded. Moore yea, Norgard yea, Garvin yea, Chenevert, Jr. yea, Risdal-Barnes yea.

8. New Business:

None

9. Board Education

Youth Services Coordinator Nancee Dahms-Stinson and Adult Programming Coordinator Katie Hopkins presented an overview of the Library District's budgeting and spending patterns for programming.

10. Miscellaneous Items:

None

11. Adjournment to Closed Session citing Missouri Revised Statutes 610.021(2):

There being no further business, Moore called for a motion to adjourn the regular session and go into closed session citing Missouri Revised Statutes 610.021(2). Norgard moved; Risdal-Barnes seconded.

Roll call vote on adjourning to closed session: Moore yea, Norgard yea, Garvin yea, Chenevert, Jr. yea, Risdal-Barnes yea.

The regular session was adjourned at 5:00 p.m.

Board of Trustees

Business Office Manager