



Springfield-Greene County Library Board of Trustees
July 19th, 2022
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, July 19th 2022, at 4:00 p.m. at the Schweitzer Brentwood Branch.

Members of the Board of Trustees were present or absent as follows:

Roll Call

Present/Absent

Clinton Beecham, President and Member:	Present
Rachael Morrow, Vice President and Member:	Present
Stacey Penney, Treasurer and Member:	Present
Samuel Snider, Secretary and Member:	Present
Cindy Waites, Member:	Present
David Yancey, Member:	Absent
Chris Bozarth, Member:	Present
Emily Denniston, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:05p.m.

Consent Agenda:

- Minutes – June 21st 2022 Board Meeting
A motion was made by Ms. Penney and seconded by Ms. Waites to approve the consent agenda. Motion carried.

Conflict of Interest Resolution. Executive Director Regina Cooper explained that every two years the Board of Trustees has to vote on this document. It prevents each individual Trustee from having to go to the Ethics Commission to fill out a form. Have approved every 2 years. The document has no changes from the last approval. A motion was made by Ms. Morrow to approve it and seconded by Ms. Denniston.

Strategic Plan Progress report: Ms. Cooper provided updates on Deliverables that administration and staff committees have completed so far on goals outlined in the Strategic Plan. Updates were highlighted on each page in the Strategic Plan. She also discussed items underway or completed on the 2022 Strategic Action Plan.

Ms. Waites asked for a discussion later about whether The Library should begin passing along a convenience fee to patrons paying fees/fines with a credit card on the Square to offset the cost of using Square. She said more businesses are adding such a fee to charges. She suggested staff conduct an analysis of that idea and submit a report on their findings to the Trustees in three months. Finance Director Mel Davis noted that 50% of terminal (Square) usage is passport fees, and convenience fees are not allowed on passport transactions. Ms. Waites repeated that she would like analysis of whether to provide the Square payment option, to go cash-only or consider limiting the dollar amount permitted to be charged on Square at the branches. Ms. Davis said The Library analyzed the options with the late David Patillo, and Square was preferred.

There was discussion of Strategic Initiative 1, Goal 3: "Determine priorities for reserve fund. Beginning February, ongoing. Lead – Regina Greer Cooper. In progress. Will need more information from the Board." Ms. Penney said The Library should keep the current reserve fund dollar goal identified by the Board as a priority, and adjust the amount as financial demands change, such as building a new library branch. things change such as needing more money by embarking on building another branch library.

Ms. Denniston asked if there was a timeline for completing the data analytics project to identify demographic and other community/patron identifiers. Associate Director Jim Schmidt said staff is shooting for December/January. Branch managers will work with it after initial training.

Ms. Cooper said the Administrative Staff retreat in September will focus on what our next strategic actions should be, where we are in the timelines, study the Strategic Action Plan and begin looking at the plan's Measures.

Standing Committees:

Buildings & Grounds Committee:

Ms. Denniston reported on the July 15th meeting of the Buildings & Grounds Committee, which included an upcoming bid process to switch Library Center lighting to LED (and applying to CU for a grant), a rebid effort to work on a north-side culvert due to first bids exceeding anticipated costs. Insurance payment was approved for the full amount of the Library Station canopy, and the front door replacement was completed. The leaking soffit at Schweitzer Brentwood was replaced and the branch's east neighbor gave feedback about The Library's tree removal from his property. A water line was repaired at the parking lot edge of the Republic Branch. The Mobile Library is back on the road after equipment repairs. The unit is 12 years old and has clocked 96,000 miles.

Library Express East: The Library and City of Springfield have completed all their obligations to open LEE and we are waiting for Envisionware installer to arrive the week of August 15.

\$6 million ARPA funds from the state: Ms. Cooper reported that staff had evaluated the best use of funds and identified four-line items (outlined in a handout) for the Library Center. They included expanding the auditorium, construct a hold pick up area and install an automatic material handling facility at a total estimated cost of \$3.8 million. The Library received a total of \$6 million for district projects. Other project priorities on the staff list did not include estimated

costs yet to see how much the top priorities will cost. Ms. Denniston made a motion to approve a staff recommendation to develop and send out an RFQ for the Library Center projects; Ms. Penney seconded and the motion was approved.

Executive Committee:

Ms. Cooper reported for the Executive Committee that met on July 12th 2022. The meeting consisted of previewing the July agenda and updates on the goals of the Director.

Finance & Personnel Committee:

Ms. Penney reported for the Finance & Personnel Committee which met July 19 and reviewed the June numbers. Among them: 90.6% of the budget had been spent by June 30; tax revenue was 160.8% of the budgeted amount. The Library has begun getting good job candidates with the new wage structure; \$1,488,477 will be moved to the Capital/Reserve Fund by the end of July.

The committee also had an update on Library Collections – how the collection is analyzed, turnover, the digital collection and how the collection is distributed throughout the district. Ms. Penney noted that there is a significant price hike in digital formats compared to print materials. Collection Services Manager Lisa Sampley explained the challenge in balancing ordering and spending on materials as the budget year comes to an end. In FY 2021-22, Ms. Sampley said the \$32,000 that came in under budget was rolled into the Capital/Reserve Fund.

Specific documents covered included:

- Financial Highlights Report
- Monthly Budget Summary
- Balance Sheet
- Cash Flow Report

As of June 30th 2022, 100% of the fiscal year has elapsed with 90.6% of the budget being spent.

Programs & Services Committee:

Chris Bozarth reported that the Programs, Services and Technology Committee met on July 12 and heard how teen programming was slowly recovering post-COVID, and that the Schweitzer Brentwood Branch has had success with its Teen Council and the Library's outreach efforts in the district.

Report of the Director:

Ms. Cooper highlighted many items from the Executive Director's Report for June 2022. Please see the Executive Director's Report for June 2022. She noted that member Chris

Bozarth will be appointed to a 3-year term, and Springfield City Council is expected to vote on a new Trustee Aaron Jones at an upcoming council meeting.

Library Foundation update:

Development Director Gay Wilson said Foundation financials were not available in time to be included in the Board packet. Three Help-a-Librarian projects have been funded and she will collect more staff ideas for new proposed projects. She also showed the Board a donated, book-themed quilt that the Foundation will raffle off online in September and October.

Old Business:

There was no old business

New Business:

There was no new business.

Miscellaneous Items:

Ms. Cooper said she, Ms. Penney, Mr. Beecham and Mr. Schmidt plan to meet with Republic City Administrator David Cameron on August 17 to discuss potential sites for a new library branch. She said the group will report back the results to the Board.

A motion was made to adjourn by Ms. Denniston and seconded by Mr. Bozarth. Motion carried.

Board Members

Clinton Beecham, President and Member:

Rachael Morrow, Vice President and Member:

Stacey Penney, Treasurer and Member:

Samuel Snider, Secretary and Member:

Cindy Waites, Member:

Chris Bozarth, Member:

Emily Denniston, Member:

Yes/No

Yes

Yes

Yes

Yes

Yes

Yes

Yes

The regular session adjourned at 5:17 p.m.

Board of Trustees President

Board of Trustees Secretary