



Springfield-Greene County Library Board of Trustees
November 21, 2023
Meeting Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 17, 2023, at 4:30 p.m. at the The Library Station.

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

<u>Roll Call</u>	<u>Present/Absent</u>
Rachael Morrow, President and Member:	Present
Stacey Penney, Vice President and Member:	Present
Aaron Jones, Treasurer and Member:	Present
Chris Bozarth, Secretary and Member:	Present
Clinton Beecham, Member:	Present
Samuel Snider, Member:	Absent
Robert Stephens, Member:	Present
Melanie Weiler, Member:	Present
David Yancey, Member:	Present

The President of the Board of Trustees called this meeting to order at 4:30

Public Comment Session:

Terry Trogdon Mooneyham

- Republic Library Location was discussed
 - Highlighted topics on keeping the library at the current locations and why we should keep the building at the existing site.

Consent Agenda:

- Minutes – October 17, 2023 Board Meeting Update:
 - Page 2 Typo – Change ARPA
 - Page 3 Tisa Shea to Tysha Shay, Cathy to Kathy

A motion was made by Clinton Beecham seconded by Stacey Penney, to approve the consent agenda as amended.

Motion carried.

Standing Committees:

Buildings & Grounds Committee:

Rachel Morrow reported for the building and grounds meeting on November 14, 2023. Discussed the RFQ process and announced that Paragon was selected to design the new Republic Library.

Executive Committee:

Rachael Morrow reported for the Executive Committee that met on November 14, 2023. The meeting consisted of previewing the executive search committee requirements and transition plans.

Finance and Personnel Update:

Aaron Jones presented a financial update. See notes below.

As of October 31, 2023

- 33.3% of the year has elapsed
- 25.7% of the budget has been spent
- 7.6% under budget for expenditures

Revenues

- Taxes received in October were \$41,072.34 mostly from delinquent taxes and penalty & interest on taxes.
- Revenue other than taxes in October was \$210,847.96.
- Total revenues received in October were \$251,920.30.
- Copy machines income for October was \$8,047.71 putting us at 34.5% of the budget.
- Interest income in October was \$51,713.73. We are at 115.8% of the budgeted amount. Also, since moving the TLC land sale money from CFO to the Restricted Capital, it has earned \$9,805.66 in interest. We are estimating that by May we will have recouped the \$60,221.97 loss from the time it was invested at CFO.
- Out of County fees collected in October were \$5,520.00, bringing this line item to 41.5% of the budgeted amount.
- Passport fees are at 36.3% of the budget, with \$22,005.00 coming in in October.
- In October we received quarters 1 & 2 of state aid only in the amount of \$106,565.35. That makes 57.4% of that budget received thus far. Expenses
- Salaries for October were \$597,864.03 with headcounts of 230/231.
- Health care claims for ytd are 25.2% of the budget.

- Total personnel expenses for October were \$734,077.17, bringing us to 31.8% of the budget.
- An invoice was coded in building materials which should have been coded in building repairs making it appear that 73.7% of the building materials has been spent. That will be recoded to the correct line item next month.
- Utilities are at 31% of the budget with expenses at \$23,138.37 for October.
- Total operating expenses for October were \$1,213,141.31. This line item is currently at 26.4% of the budget.

Operating cash at the end of October was \$3,830,737.28.

Capital/Reserve fund total at the end of October was \$4,701,257.40.

Report of the Director:

Regina Cooper highlighted many items from the Executive Director's Report for November 2023. Please see the Executive Director's Report for November 2023.

Library Foundation update:

Regina Cooper provided an update for the Foundation for November 2023. Please see attached foundation report.

Strategic Plan Update:

Regina Cooper – Reported on updates to ongoing projects.

Discussed outreach to international job fair

Continue training in board member road map for upper level staff.

Unfinished Business:

Aaron Jones presented on executive search firms.

Received 3 submissions See firm packets

Will invite all three firms for an interview to help us select.

Aaron proposed to move the F&P Committee at 7:45 on December 19th and provide a remote option. Interview at this meeting.

Aaron will be collecting questions for the firm interviews.

New Business:

Regina Cooper presented on an ADA complaint at the Mid-town Library access.

Specifically library basement and stack distances.

1. Staff has answered questions and our Lawyer is drafting and response.

Regina Cooper – Presented on the progress to send out a RFQ for CMR for Republic Library.

Stacey Penny – Motioned to approve staff to send out the RFQ for the Republic project once contract is signed with Paraon. Seconded by Chris Bozarth. Motioned passed unanimously.

Board Education:

Tysha Shay, Kathi Woodward, Sarah Bean Thompson
Presented Readers Advisory and why it is important.
Presented on digital advisory – your next read
Youth Services Department – Reading Advisory

Miscellaneous Items:

A celebration for Regina will be held at the Library center December 15th from 4-6pm

Board of Trustees Secretary