



**Springfield-Greene County Library Board of Trustees
October 16, 2018
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, October 16, 2018, 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

	<u>Present/Absent</u>
a. Catherine (Katie) Moore, President and Member:	Absent
b. William (Bill) Garvin, Vice President and Member:	Present
c. Michele Risdal-Barnes, Secretary and Member:	Present
d. Cindy Waites, Treasurer and Member:	Present
e. Steven Ehase, Member:	Present
f. Ashley Norgard, Member:	Present
g. Andrea McKinney, Member:	Absent
h. Emily Denniston, Member:	Present from item 3
i. Donald (Don) Chenevert, Jr.	Present

The President of the Board of Trustees called the meeting to order.

2. Consent Agenda

- a. Minutes - September 18, 2018 board meeting

Risdal-Barnes moved to approve the minutes as presented; Ehase seconded. Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, Denniston yea, Chenevert, Jr. yea.

- b. Policies in Force Review: Purchasing Policy, Sale of Surplus Property

Waites moved to approve the Purchasing Policy and Sale of Surplus Property as presented; Chenevert, Jr. seconded. Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, Denniston yea, Chenevert, Jr. yea.

3. Standing Committees:

Buildings and Grounds Committee: Risdal-Barnes reported for the Buildings and Grounds Committee that met Tuesday, October 09, 2018 at 8:00 a.m.

Risdal-Barnes reported highlights including:

- Repairs have been completed on the canopy at the Library Center.
- A Hiland Dairy delivery truck hit a pole in front of the staff entrance at the rear of the Library Center. Those repairs are pending.
- The replacement of the awnings at the Library Center has been completed.

- The issue of rezoning land to the south of the Library Center has progressed through the first reading at a recent Springfield City Council meeting and is proceeding through the council process.
- The Library Express West is expected to be installed soon, and a ribbon-cutting is tentatively scheduled for December 11th at 10:00 a.m.
- The library will be purchasing a replacement refrigerator for the Big Mama's café at the Midtown-Carnegie Library.
- The elevator at the Midtown-Carnegie Library is no longer operating consistently. Kone Inc., the existing elevator's manufacturer and maintenance provider was consulted. Kone's proposal is to modernize the equipment which would involve extensive repairs to the unit. Elevators have a reasonable operational lifespan of 20 years, but we have had the current elevator in operation at the Midtown-Carnegie Library since 1977. The proposal totaled \$106,000 and included amounts of \$93,000 for mechanical modernization and \$13,000 for cab refurbishment. The bid is sourced through a government procurement structure which allows us to get the cheapest price possible. In addition if we were to switch manufacturers, we would be forced to replace the elevator entirely resulting in much higher costs.

Finance and Personnel Committee: Waites reported for the Finance-Personnel Committee that met Tuesday, October 16, 2018 at 8:00 a.m. at the Schweitzer Brentwood Branch Library.

Waites reported the committee examined Kone's bid for elevator modernization and cab refurbishment. The Finance-Personnel committee discussed reallocating \$90,000 from HVAC replacements slated for 2018-2019 to pay for the bulk of the elevator modernization. The HVAC replacements would be rescheduled and budgeted for 2019-2020. The remaining \$16,478.33 could come from the contingency fund for 2018-2019 and could be reallocated by Cooper without board approval. The Finance-Personnel committee is recommending the reallocation of \$90,000 from HVAC replacements slated for 2018-2019 to fund the elevator modernization.

Waites made a motion it approve this recommendation coming from the Finance-Personnel Committee to reallocate \$90,000 from HVAC replacements slated for 2018-2019 to fund the elevator modernization; Risdal-Barnes seconded. Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, Denniston yea, Chenevert, Jr. yea.

Waites reported highlights from the October 2018 financials as presented. Specific documents covered included:

- Financial Highlights Report September 2018
- Monthly Budget Summary Month Ending September 30, 2018
- Cash Flow Report September 2018

4. Report of the Director:

Cooper highlighted many items from the Executive Director's Report for October 2018. Please see *Executive Director's Report* for October 2018.

The October 1, 2018 issue of Library Journal included an article entitled, "Programs that Pop: Talking about Taboo Topics" written by Community Relations Director Kathleen O'Dell. The article highlighted the Death & Dying programming organized by Copywriter Sarah Rosendahl.

Cooper learned recently that the Library District is to be featured during the Great American Read grand finale show KOZK broadcast at 7:00 p.m. on Tuesday, October 23.

5. Foundation Update:

Library Foundation board president, Bruce Robison reported on behalf of the Library Foundation.

Robison reported updates including:

- The Library Foundation board met on September 24th at the Library Center.
- The board treasurer recently resigned. That vacancy will be addressed at the October Foundation Board Meeting.
- The Fund Development Committee is making progress, and a number of fundraising efforts are underway. A Greek celebration is in the works to precede the District's One Read event in the spring of 2019. A Signature event for the Foundation is a work in progress.
- Grant updates include:
 - Held a 2nd meeting with Ball Foundation to fund renewal of the play and learn centers in the children's sections of all branches
 - Applying for a Darr Family Foundation grant to benefit teen departments.
 - Submitting another application to the Community Foundation of the Ozarks this month in pursuit of a diversity and inclusion grant.
- The first annual distribution from the Laton Endowment is expected to arrive during October and is estimated at about \$22,000.
- This year marks 25 years for the Library Foundation and special "25 for 25" campaigns are currently being developed.

6. Old Business:

Risdal-Barnes asked for clarification on the September 2018 System Statistics distributed in the October 2018 Board Packet. Specifically on the Materials Owned FY18 bar chart, are digital materials factored in? Electronic Resources Librarian, Renee Brumett, clarified that the bar chart: Materials Owned FY18 only refers to physical materials owned.

7. New Business:

- Policies in Force Review:
 - Confidentiality Policy – The Board would like more information about the Library's current user agreement and authorized uses of patron data per that agreement. The Board will also be examining the American Library Association's Code of Ethics referred to in the current Confidentiality Policy.
 - Health/Safety Policy – no comments or questions from the Board.

The Board will study both of these policies over the next month, and the policies are scheduled to appear on the Consent Agenda at the November 27th Board meeting.

8. Board Education –

- Collection Budget and Spending, Lisa Sampley

Sampley made a presentation about the district's collection budget and spending. Please see *Budget Presentation* for full details of the presentation.

9. Miscellaneous Items

None

10. Adjournment

Garvin called for a motion to adjourn the regular session. Risdal-Barnes moved; Norgard seconded. Garvin yea, Risdal-Barnes yea, Waites yea, Ehase yea, Norgard yea, Denniston yea, Chenevert, Jr. yea.

The regular session was adjourned at 5:10 p.m.

Board of Trustees

Business Office Manager