



Springfield-Greene County Library Board of Trustees
April 18, 2017
Minutes

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, April 18, 2017, at 4:00 p.m. at the Central Trust Company, 3333 S. National Ave., Springfield, Missouri. Members of the Board of Trustees were present or absent as follows:

	<u>Present/Absent</u>
Andrea McKinney, President and Member:	Present
Michele Risdal-Barnes, Vice President and Member:	Present
Bill Garvin, Secretary and Member:	Present
Matthew Simpson, Treasurer and Member:	Present
Steven Ehase, Member:	Present
Derek Fraley, Member:	Present
James Jeffries, Member:	Present
Catherine Moore, Member:	Present
Ashley Norgard, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

Disposition of Minutes: The minutes of the March 21, 2017 meeting were reviewed.

Risdal-Barnes moved to approve the minutes as presented for the regular session board meeting of March 21, 2017; Simpson seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Ehase yea, Fraley yea, Moore yea, Jeffries yea, Simpson yea, Norgard yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: Fraley reported for the Finance-Personnel Committee that met Monday April 17, 2017.

Fraley reported that we are 75% of the way through the year, and we are still cash heavy due to how we are funded. We have received \$15,368,256.33 in total revenue for the year. Total library circulation during the month of March was almost 300,000 items. Circulation through the self-check stations was down to 20% of the total circulation. Schweitzer Brentwood Branch and Park Central Branch self-check stations accounted for 37% and 53% of their total circulation, respectively. The other highlights from the financials are as follows:

- We are just about fully funded on taxes for the year. Some delinquent taxes will still be coming in. Financial Institution Tax and Railroad & Utility Tax are both way above projection at 111.5% and 201%, respectively.
- The amount we will receive in fines is always a moving target. We are a bit under in this revenue category.
- We can anticipate another distribution from the Friends of the Library after the conclusion of their spring book sale.
- During the month of March there was a Library Foundation disbursement of \$142,000.
- Interest income is almost 100% now and will continue to increase.

- Personnel costs remain lower than anticipated with only 64.5% of the salaries budget spent.
- Library collections budget sits at 67% spent.
- Operating and maintenance expenses are a bit higher, but there's still quite a bit of Brentwood noise in there.
- Minor equipment expenses will decrease after markups.
- Charges and services expenses are tracking very well.
- Travel and training expenses will increase after conference travel in June.
- We have received E-Rate reimbursements totaling \$69,766.89 so far this year.
- We retired this year's bond debt by making our principal payment of \$330,000 during March. Next year's payment will be \$340,000.
- We are under budget as of March. Being under budget is a testament to just how careful the staff is with money.

Buildings and Grounds Committee: James Jeffries reported for the Buildings and Grounds Committee. Jeffries reported that the committee met at the Schweitzer Brentwood Branch on April 11, 2017. The following items were discussed:

- At the Midtown-Carnegie Branch, work has begun on the replacement of the south steps. Demolition started two weeks ago. Some additional demolition will be needed as a surprise layer of stone was discovered. That project should be wrapped up soon.
- Also at the Midtown-Carnegie Branch, the teen desk was refinished by the Building and Grounds staff. The elevator was out of service for a brief period recently, but staff did a great job of accommodating patrons' needs during the outage. The elevator has been repaired and is operational now.
- The second floor windows at the Library Center have been replaced. The bulbs in the teen area lighting fixtures have been replaced with brighter LED bulbs making a big difference.
- A total of four HVAC units have been replaced this month; two at the Library Center and two at the Library Station. Four more units are scheduled for replacement next year as part of a regular schedule for replacement.
- At the Fair Grove Branch, the carpeting needs to be replaced. We intended to replace only the carpeting in the library's main space. We lease the space from the City of Fair Grove. The lessor felt we should also be responsible for replacing the carpeting in the separate community room space since library employees make use of the space for programming and other activities. The community room is also used by the City of Fair Grove as their city council chambers. During negotiations the City of Fair Grove informed us of HVAC repair charges from 2010 forward they felt we should have paid under our current lease agreement. This was the first time the Library was made aware of these expenses. Those charges were more than the anticipated carpet costs. The committee decided we should go back to the City of Fair Grove to amend the lease. We will agree to pay for the new carpet and installation. In return, the City of Fair Grove will indemnify the Library from all past HVAC repair charges. Moving forward, it will be the Library's responsibility to take care of any HVAC repairs for the unit servicing the library's main space. Being our responsibility, we will be allowed to choose our own contractor and make repairs as needed. An amendment to the current lease is being drafted now.

Jeffries reported that the committee also discussed a current library policy in need of an adjustment. It was brought to our attention through another library district's recent interactions with a law firm that our weapons policy may be out of date. Our current weapons policy states that no weapons are allowed on the premises, and we can deny a person entrance into the library for bringing a weapon. In addition, employees are not allowed to carry weapons at work. There is an issue with this wording due to recent changes in the law. A new policy has been drafted and presented here today. It states:

“No person shall possess, on Library District premises, a weapon of any kind, unless authorized by law. Any person violating this section shall be denied entrance to the building or ordered to leave the building. Any Library District employee violating this section shall be disciplined.”

Jeffries expressed a need for the Board of Trustees to take action on this policy revision. Jeffries moved to approve the revised Weapons Policy as presented today; Risdal-Barnes seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Ehase yea, Fraley yea, Moore yea, Jeffries yea, Simpson yea, Norgard yea. Motion carried.

Report of the Director:

- The Local History and Genealogy Department has been awarded the History Medal from the National Society of the Daughters of the American Revolution. The local Rachel Donelson Chapter nominated the department for the award and made the presentation at its March 28 meeting. Each staff member was honored for their accomplishments and presented with a certificate. I accepted the medal and certificate on behalf of the Library. The award began in 1981 and this is only the fifth time the medal has been awarded to a group as opposed to an individual. The presenter stated that this medal is a way of thanking the Local History staff for excellence so consistent that it seems normal to the public but “It isn’t normal — what they do is beyond normal.”
- Staff at the Schweitzer Brentwood Branch has nicknamed the automated materials handling system Reggie. Circulation Manager Joey Borovicka had this update at the end of March: Reggie has run a total of 1,870 hours since the branch re-opened, which is as much as a full-time staff member works from January 1 to November 23. He has checked in 84,647 items, 2,214 were holds for SBWD and 8,893 were in transit to other locations. This frees up circulation staff to work at the new drive-up window and provide more personal service to library patrons.
- The District’s One-Read title this year is a children’s book, “Finding Winnie: The True Story of the World’s Most Famous Bear,” written by Lindsay Mattick and illustrated by Sophie Blackall. Ms. Blackall won the 2016 Caldecott Medal for best illustrations for a children’s book. Thanks to the generosity of the Friends of the Library, Sophie Blackall visited Springfield on Thursday, April 13, and spoke to a crowd of 164 children and adults at the Springfield Art Museum. She was a hit with the audience and told them they should appreciate what a great library we have in Springfield. This was quite a special opportunity that the Library District was able to provide for our patrons. “Finding Winnie” was also featured in a StoryWalk® at the Dickerson Park Zoo and in the windows of businesses around Park Central Square.
- Last week was National Library Week, and the Republic City Council honored the Republic Branch Library and Manager Erin Gray with a proclamation in honor of the week. Among other things, the proclamation noted that public libraries improve the quality of life for our residents and they serve all community members. Libraries Transform table tents were displayed at branches throughout the week with important messages from the national ALA initiative. Messages included: “Because free Wi-Fi shouldn’t require a receipt” and “Because learning to read comes before reading to learn.”
- We posted a message on the Library’s website asking for the public’s help in saving federal funding for libraries. It included a link where people can contact our senators and representatives and the message they need to hear.

Foundation Update:

Richardson reported that she is excited about the Library Foundation’s big event coming up on Saturday. Piper Kerman is coming to town! The Library Foundation has sold 140 VIP tickets and close to 100 regular tickets. Quite a few regular seat tickets are still available. Those tickets are available in advance or at the door of the event. VIP ticket holders will get priority seating in the auditorium. In addition, they can enjoy light hors d’oeuvres and a meet-and-greet reception with Piper Kerman just before her presentation in the auditorium. Richardson also reported that she is in the middle of completing a final audit of all ReNew Brentwood project expenses.

New Business:

Revision of Personnel Policy: Leave of absence/bereavement leave

- Cooper distributed copies of the revised policy to the Board members and reported that Human Resources Director, Lori Ruzicka, and Ashley Norgard, Board member and an attorney specializing in employment law, worked together to draft this revision.
- The revised policy states:

“In the event of the death of an immediate family member, a full-time employee may be granted up to five (5) work days with pay for bereavement of that family member. Immediate family member, for purposes of this policy, is defined as:

- Spouse, domestic partner, fiancé(e)
- Parent
- Step-parent
- Parent-in-law
- Sibling
- Brother-in-law
- Sister-in-law
- Child or foster child
- Step-child
- Son-in-law
- Daughter-in-law

Up to three (3) work days with pay is allowed for the following relatives:

- Grandparent
- Grandchild
- Aunt
- Uncle
- Niece
- Nephew

The branch or department manager must authorize any absence and may require substantiating documentation which should be submitted to Human Resources.

Any additional time needed by the employee can be taken as vacation leave or leave without pay in accordance with those policies.”

- Norgard expressed her opinion that is a solid policy that addresses the concern Regina brought up at the last Board meeting about more time being needed. Norgard believes this is a good move.

Norgard moved to approve the revised Personnel Policy: Leave of absence/bereavement leave as presented today; Ehase seconded. McKinney yea, Risdal-Barnes yea, Garvin yea, Ehase yea, Fraley yea, Moore yea, Jeffries yea, Simpson yea, Norgard yea. Motion carried.

Miscellaneous Business:

None

Board Recognition:

- Carol Bowerman

McKinney presented Bowerman with a memory album in honor of Bowerman’s thirty

years of employment at the Library. Bowerman shared that she started working at the Library at 18 years of age and that it has been an honor for her and a big part of her life.

- Valerie Richardson

McKinney presented Richardson with a framed photo representing her years of employment at the Library. Richardson shared that it has been a great experience for her. In addition Richardson expressed that the ReNew Brentwood Campaign was successful because of the Board of Trustees, the Foundation Steering Committee and the Library Foundation Board. Richardson expressed her thanks and said she was happy because the work is finished.

Adjournment: There being no further business, Risdal-Barnes moved to adjourn the regular session; Moore seconded. McKinney ye, Risdal-Barnes ye, Garvin ye, Ehase ye, Fraley ye, Moore ye, Jeffries ye, Simpson ye, Norgard ye. Motion carried.

The regular session was adjourned at 4:37 p.m.

Board of Trustees

Business Office Manager